

**MINUTES  
LIBRARY BOARD  
REGULAR MEETING  
CITY OF PRYOR CREEK, OK  
THURSDAY, May 27, 2021 AT 5:00 P.M.**

The Pryor Public Library Board met in regular meeting at the Pryor Public Library, 505 East Graham Avenue, Pryor Creek, Oklahoma at the above date and time.

**Board Members: Jeanette Anderson, Sara Melugin, Ivrie Shearin, Paul Stevens, Marty Wenger**

**1. CALL MEETING TO ORDER.**

Chair, Anderson called the meeting to order at 5:00 p.m. Members Present: Anderson, Melugin, Stevens, Wenger. Others Present: Library Director Cari Rérat, Mayor Larry Lees, and Administrative Librarian Lillian Tucker.

**2. REVIEW AND POSSIBLY APPROVE MINUTES FOR April 22, 2021.**

Motion was made by Stevens, second by Wenger to approve the April 22, 2021 minutes as read. All voted yes. Anderson abstained.

**3. PETITIONS FROM THE AUDIENCE.**

**(Library Board reserves the right to limit presentations to 5 minutes)**

Mayor Lees presented on the building. He recently met with the architect about changes to the museum room. Bollards were added on the south side as additional protection from traffic on Hwy 20. Changes were made to the doors allowing for space to bring in the pony and a clear line of sight, the East end of the room was closed, and concrete was added to the West side along with a glass wall. He hopes to present the plan to City Council on June 15 and prevent delay to the building construction. Stevens asked if the new plans include the barrel roof. Mayor Lees confirmed it does. Stevens also asked about needed security to protect the art. Director Rérat stated there has been discussion of velvet ropes around the pony. The glass and openness of the area is considered a preventative measure. There will be seating in the area as a way to promote the library being a community living room. Staff will also monitor the area.

**4. LIBRARY DIRECTOR'S REPORT:**

**a. LIBRARY STATISTICS**

**• Reviewed April Statistics:**

1. 25 people registered for new library cards, 3 of which were digital. The count is lower than usual. Digital cards need to be renewed yearly like physical cards. This is required by the state for funding.
2. The Library added 273 items (books and media) to the collection and is continuing to order and process books.
3. 2,193 items (books, magazines, and media) were checked out, still lower than Overdrive usage. This number is anticipated to increase with the beginning of Summer Reading.
4. 2,250 books, audiobooks, magazines, and videos were checked out via Overdrive, our digital library.
5. Our internet services (both wifi and physical computers) were used 4,021 times.

6. Our online resources (not including Overdrive) were accessed 146 times, which is down from last month, but all resources were used.
7. 4 interlibrary loans were borrowed.
8. Our meeting room remains closed to outside organizations due to COVID-19 and the need to store materials and furniture moved to accommodate physical distancing. It is also currently being used to prepare for Summer Reading activities.
9. Library staff answered 1,850 informational or reference questions from patrons via phone, email, social media, and in person. We have already surpassed that number this month.
10. 2,660 people entered the Library building during the 25 days we were open. This averages to 106 people per day. Pre-pandemic the average was 200 daily. We already have an average of 150 per day for May.

**b. BUDGET**

Discussed:

- Reviewed April's expenses. We are working on spending the book budget quickly, but there has been a backlog on processing them. June is the end of the fiscal year, so we are working on spending 100% of our budget.
- State aid was received and must be encumbered by July 31. Possibilities being considered are new shelving, rugs, makerspace items, and furniture that can be stored. State aid must be spent on things that are not physically attached to the building or capital outlay.

**c. BUILDING REPORT**

Discussed:

- There are no concrete days for construction yet.
- Some materials have been returned with bugs. Pest control confirmed we have done what we could to address the issue.
- Even though there have been several days of rain, the library has remained dry inside.

**d. TECHNOLOGY REPORT**

Discussed:

- No report

**e. PROFESSIONAL DEVELOPMENT**

Discussed:

- Director Rérat is working on updating the procedural manual.
- A staff training day is being planned for October. CPR training is a possibility for half of the day.

**f. PROGRAMS**

- Discussed April's programming numbers
  1. The Library hosted 0 programs for adults with 0 in attendance.
  2. The Library hosted 5 virtual programs for teens with 126 in attendance.
  3. The Library hosted 4 virtual programs for children with 145 in attendance.
- Summer Reading Registration opened on May 25. There have been 101 registrants so far. Activities (virtual and grab & go) begin next week. There will be some in-person activities the second week.

**g. OUTREACH.**

Discussed:

- The Health Department is hosting a popup vaccine clinic June 4 on the North side of the library.

**h. STAFFING.**

Discussed:

- An organizational chart was created to include in the policy and procedural manual.
- The only staff position not filled at this time is the genealogy assistant.

**5. FRIENDS OF THE LIBRARY REPORT.**

Stevens presented.

- Friends of the Library met May 17.
- Friends were invited to give a presentation to the Lions club. On May 4 friends presented about the program and Imagination Library. It is anticipated the Lions will make a decision on their donation amount in June.
- Senator John Haste, who is in charge of Imagination Library sponsorship by the state, did not have any information available when Friends contacted him earlier this month. Friends also attempted to contact Pam Hunsaker who is over the program in 26 states, but they were not able to reach her. Stevens said the state budget was approved and should be ready tomorrow. The budget included the proposed \$3.2 million for state education, with almost \$1 million going to the Imagination Library program. This should cover approximately ½ the cost of the program. Currently there are approximately 222 children registered and over 5,000 books sent out.
- Friends has \$5,976.14 in checking, \$2,198.03 in savings, and \$18.82 in PayPal.
- 210 books were sent out last month, including 23 welcome books and 6 graduating books.
- Annie Earley is working on the friends Facebook page. Peter Bishop has expressed interest in helping with grants.

**6. NEW BUSINESS.**

Discussed:

- There is no new business.

**7. ADJOURN.**

Motion was made by Wenger and seconded by Melugin. All voted yes.