

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, October 28, 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.

Stevens called meeting to order at 5:00 p.m. Members Present: Shearin, Stevens, Wenger. Others Present: Library Director Cari Boatright Rérat and Administrative Librarian Lillian Tucker.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR September 23, 2021.

Motion was made by Shearin, second by Wenger to approve the September 23, 2021 minutes as read. All voted yes.

3. PETITIONS FROM THE AUDIENCE.

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

There were no petitions presented.

4. Discuss, possibly recommend council action regarding approval of 2022 Library Board meeting dates schedule.

Motion was made by Wenger, second by Shearin to approve the meeting schedule. All voted yes.

5. Possible Executive Session pursuant to the Oklahoma Open Meeting Act for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of Cari Boatright Rérat (25 O.S. 307 (B) (1)).

Motion was made by Wenger to table Executive Session, second by Shearin. All voted yes.

6. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

• Reviewed September's Statistics:

1. 155 people registered for new library cards. Many of these were due to Melugin's work on digital cards at the school.
2. The Library added 90 items (books and media) to the collection. No video games have been added recently, but consideration is being given to purchasing games for newer consoles.
3. 2,727 items (books, magazines, and media) were checked out. This decline is in keeping with previous trends as we enter the slower time of year. It is also possible the fence has also contributed to the decline although Director Rérat's newspaper article and social media has let people know we are still open. Shearin suggested getting a banner saying we are open during construction.
4. 2,127 books, audiobooks, magazines, and videos were checked out via Overdrive, our digital library. The money allotted to overdrive books has not been spent yet.
5. Our internet services (both wifi and physical computers) were used 6,053 times, an increase over last month.

6. Our online resources (not including Overdrive) were accessed 94 times. We were still unable to access the Ebsco numbers. Director Rérat expects October numbers to increase also due to a focus on resources during staff training. She also reached out to NETech about Learning Express.
7. 5 ILLs were processed during September.
8. The meeting room was used by 75 people in September. This has been a combination of after school students and Epic teachers.
9. Library staff answered 1,638 informational or reference questions from patrons via phone, email, social media, and in person.
10. 2,301 people entered the Library building during the 21 days we were open. This averages to 110 people per day. This average is down, but it is up from last year.

b. BUDGET

- Reviewed September's expenses. The budget is normal for this time of year.

c. BUILDING REPORT

Discussed:

- Director Rérat was added to the meetings with CMS Willowbrook. She has been informed that workers will not be on site every day due to the way the subcontractors are being brought on to save money.

d. TECHNOLOGY REPORT

Discussed:

- There was nothing to report on technology.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- Staff is continuing with the fall certification classes offered by ODL.

f. PROGRAMS

- Discussed September's programming numbers
 1. The Library offered a grab and go murder mystery and a cork craft with 18 people participating.

g. OUTREACH.

Discussed:

- The library was represented at Pryor Comicon on October 23. Director Rérat believes they interacted 200-300 people. They took bingo sheets, a floor plan showing the library after construction, and the miniature pony to show what will be located in the art gallery.

h. STAFFING.

Discussed:

- Kate has officially transferred to the Police Department leaving a part-time opening. The position will be posted online and will be in the Paper on November 8. It closes November 19. The plan is to hire someone by the 1st week of December, but it may have to be the third week.

7. FRIENDS OF THE LIBRARY REPORT.

- Stevens reported FOL met last monday. The interviewee for the director position was a no-show. FOL also attended Pryor Comicon. Signs have been completed and placed outside the library. FOL will be working on mailing corporate letters soon using the list from the Chamber of Commerce. The hope is to raise a few thousand dollars. The hotel / motel tax was discussed. There was a discrepancy on the form about whether it was

due in June of July, but July 31 was the last day to apply for it. FOL is still planning on doing something for the painted pony but the forms say that June / July events do not count for the application. FOL will set up hot chocolate again this year for the Christmas Parade. There is \$1,586.75 in checking, \$4,730.62 in savings, and \$18.82 in PayPal. \$300 was paid for taxes. The PO Box was paid. 201 Imagination library books were sent out. 5 were graduation books, none were welcome books. This number is down a little. Laura Sykes has been hired as the Oklahoma Imagination Library director and should be available to communicate about the program. She has a background in education.

8. NEW BUSINESS.

Discussed:

- There was no new business.

9. ADJOURN.

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