

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, November 18, 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 5:02 p.m. Members Present: Anderson, Melugin, Shearin, Stevens, Wenger. Others Present: Library Director Cari Boatright Rérat and Administrative Librarian Lillian Tucker.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR October 28, 2021.

Motion was made by Shearin, second by Wenger to approve the October 28, 2021 minutes as read. Shearin, Stevens, and Wenger voted yes. Anderson and Melugin abstained due to not being present at the October 28, 2021 meeting.

3. PETITIONS FROM THE AUDIENCE.

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

There were no petitions presented.

4. 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 Melugin to hold an executive session, seconded by Wenger. Remaining members voted yes. Executive session was held and evaluation completed.

5. CONSIDER RESUMING REGULAR SESSION.

Motion was made by Wenger, seconded by Shearin. Remaining members voted yes.

6. POSSIBLE ACTION BASED ON EXECUTIVE SESSION CONCERNING THE EMPLOYMENT, HIRING, APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING, OR RESIGNATION OF:

a. CARI RÉRAT (25 O.S. 307 (B) (1)).

Wenger motioned recommending no change in the status of employment of Cari Rérat as Library Director. Melugin seconded. Remaining members voted yes.

7. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

• Reviewed October's Statistics:

1. 33 people registered for new library cards. Some people seem to think we are closed due to the construction and the internet saying we are temporarily closed. Cari has contacted Premier Signs about "We're open" signage on the South side of the building.
2. The Library added 156 items (books and media) to the collection.
3. 2,357 items (books, magazines, and media) were checked out..
4. 2,237 books, audiobooks, magazines, and videos were checked out via Overdrive, our digital library.

5. Our internet services (both wifi and physical computers) were used 5,317 times.
6. Our online resources (not including Overdrive) were accessed 728 times. There was a lot of Fold3 research. ABC also has been researching the girls scout murders, but it is not Fold3 related. We were also able to sign in to Ebsco this month.
7. 5 ILLs were processed during October.
8. The meeting room was used by 60 people in October.
9. Library staff answered 1,791 informational or reference questions from patrons via phone, email, social media, and in person. This count is lower than it was last year.
10. 2,785 people entered the Library building during the 25 days we were open. This averages to 111 people per day. This average is down.

b. BUDGET

- Reviewed September's expenses. Health Insurance line item is high, but health insurance costs increased this year. There is room to spend more on books, but otherwise seems to be on target .

c. BUILDING REPORT

Discussed:

- Director Rérat has been meeting with CMS Willowbrook and recently completed a page by page run through. The architectural drawings were not completed. Director Rérat has requested outlets in the floor of the meeting room, makerspace, and art gallery. The staff kitchen will be getting a stove and losing a door once the correct hood is approved.
- The library is financially responsible for moving the data as it was not part of the bond package. E-rate will be utilized to assist in this. The first form is now open. The federal government will cover 80% of the cost, while the other 20% will be paid by either us or the state. The cost of moving it will depend on the equipment at the time.
- The bond includes changes that will need to be made to the fire alarm, but not the security. Director Rérat has contacted Endex to see what will be needed.
- We will use as much of the existing office furniture as we can, but additional furniture and cameras will likely be purchased through Digi. Furnishing the art room and the makerspace will be the responsibility of the library. We will be able to use some state aid for the makerspace.
- Stevens asked if the sprinklers were part of the bond. Director Rérat confirmed they are. The library may have to close while they install the sprinkler system, but staff will have limited access to the building. Shearin asked if they will replace the tiles when installing the sprinkler system. Director Rérat said they will, but she is checking on replacing the grid also.

d. TECHNOLOGY REPORT

Discussed:

- No new phone lines will be needed after construction.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- Staff has completed fall certification classes offered by ODL and will resume others in spring.

f. PROGRAMS

- There was 1 ELL session in October. One of the students wrote his story for the ELL publication and it was selected. The library has received 2 copies of the work to add to the collection.
- 18 people participated in the adult grab and go craft.
- 27 teens participated in the two grab and go activities that were offered.
- 7 people attended the October in-person story time.
- January programs will include a 100th Birthday Party for Betty White.

g. OUTREACH.

Discussed:

- The Vinita library received a grant to increase their ADA compliance and came to see how our library has done this and also increased community relations. They spent some time talking with Autumn in Youth Services about her efforts to develop relationships with the schools.

h. STAFFING.

Discussed:

- The part-time position closes on Friday.

8. FRIENDS OF THE LIBRARY REPORT.

- Stevens reported FOL met November 15, 2021. They discussed how Comicon went, as well as the upcoming Lights on Christmas Main Street event and the Parade. They did not have a table at the Lights on Christmas event due to the board meeting tonight, but there will be one at the Parade with hot chocolate and cookies as in previous years. Previously they had stuffed and mailed about 100 corporate letters. Three responses have been received so far. Kolb donated \$500, Sherrer \$100, and The Lions \$300. There was also a \$30 Network for Good donation. There is \$1,714.93 in checking, \$4,187.62 in savings, and \$18.82 in PayPal. Imagination Library sent out 208 books in, including 11 welcome books. Half of the book budget will eventually be covered by the state. Annie Early is continuing to update Facebook and spotlight FOL Members.

9. NEW BUSINESS.

Discussed:

- There was no new business.

10. ADJOURN.

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