

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, December 16, 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 meeting to order at 5:00 p.m. Members Present: Anderson, Melugin, Shearin, Stevens, Wenger. Others Present: Library Director Cari Rérat and Administrative Librarian Lillian Tucker, and guest Jack Hardy.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR November 18, 2021.

Motion was made by Melugin, second by Wenger to approve the November 18, 2021 minutes as read. All voted yes.

3. PETITIONS FROM THE AUDIENCE.

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

Jack Hardy presented on the Main Street memorial project for 1942 tornado victims. The plan is for a 2 sided metal monument with the story of the tornado and victim names and 2 benches for people to sit and read the monument. Mayor Lees suggested the southwest corner of the library property, near the sidewalks, may be an ideal location. The structure would need library board approval. Main Street is working on finalizing the layout and angle. Chair Anderson asked about the time table for the monument. Main Street was hoping to have it ready for the April 27th anniversary. That may not be possible due to the building construction timeline.

4. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

• Reviewed November's Statistics:

1. 23 people registered for new library cards.
2. The Library added 153 items (books and media) to the collection.
3. 2,210 items (books, magazines, and media) were checked out.
4. 1,898 books, audiobooks, magazines, and videos were checked out via Overdrive, our digital library.
5. Our internet services (both wifi and physical computers) were used 5,151 times.
6. Our online resources (not including Overdrive) were accessed 1,369 times of which Fold3 was 1,112.
7. 7 ILLs were processed.
8. Our meeting room was used by after school teens, but will likely be restricted again due to not following the guidelines.
9. Library staff answered 1,826 informational or reference questions from patrons via phone, email, social media, and in person.
10. 2,352 people entered the Library building during the 22 days we were open. This averages to 107 people per day.

b. BUDGET

- Reviewed November's expenses. We are currently about 37% of the way through the budget on personnel. The education line is higher than anticipated due to Autumn's participation on the Sequoyah committee. In return for her participation the library receives books for the collection. Director Rérat is going to be contacting vendors for items that are not covered in the bond like furniture, security, and data.

c. BUILDING REPORT

Discussed:

- Director Rérat is talking to Endex about moving the security panel for the 1.5-3 weeks when the adult entrance will be blocked off. Several change orders have been done for the building. December 28, at 10:00 a.m., paint and flooring samples will be viewed and chosen for the library additions.
- There was a 3-3.5 foot discrepancy between the construction plans and our current building. This affects the hallway going into the new office areas. Instead of being on the outside of the current building, the hallway will be inside, taking away space between the current windows and DVD shelving. There will have to be some changes to the stack areas when we reopen to ensure proper spacing.
- There are plans to include a time capsule of some sort in the hall addition.

d. TECHNOLOGY REPORT

Discussed:

- E-rate and Cat2 funding are in progress. Director Rérat has RFP almost ready and hopes to submit it next week. The state wants a survey of our capital outlay needs.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- There were no professional development topics.

f. PROGRAMS

- Discussed November's programming numbers
 1. The Library provided 2 grab and go programs with 35 being picked up.
 2. There was 1 ELL session.

g. OUTREACH.

Discussed:

- There was no outreach in November.

h. STAFFING.

Discussed: Jessy Stephens started Monday and seems to be catching on quickly. She has some work experience with Cherokee Nation and is working on her Masters in Divinity.

5. FRIENDS OF THE LIBRARY REPORT.

- There was no meeting this month. They did hand out cookies at the parade, but there was not a lot of traffic due to the South entrance being closed. There are no money changes to report. There have only been 3 end of the year donors so far. The FOLIO convention is being planned for April.

6. NEW BUSINESS.

No new business was discussed.

7. ADJOURN.

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