

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, February 17, 2022 AT 5:00 P.M.**

The Pryor Public Library Board met in special 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 5:10 p.m. Members Present: Anderson, Melugin, Shearin, Stevens. Others Present: Library Director Cari Rérat (via screen), Administrative Librarian Lillian Tucker. .

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR January 27, 2022.

Motion was made by Stevens, second by Melugin to approve the January 27, 2022 minutes as read. Anderson and Shearin voted yes. Wenger abstained.

3. Discussion and possibly approve new, temporary checkout limits while the Library is located in the Graham Community Building (GCB).

The Library is only able to transport about ¼ of the collection to the GCB. A checkout limit of 5 items per library card is proposed for the collection, with the exception of picture books which will continue to have a checkout limit of 20. Motion was made to approve the change by Wenger, second by Shearin. All voted yes.

4. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

i. Reviewed January's Statistics:

1. 41 people registered for new library cards. 13 were digital. This was a decrease over previous months.
2. The Library added 95 items (books and media) to the collection.
3. 2,357 items (books, magazines, and media) were checked out.
4. 2,535 books and audiobooks were checked out via Overdrive/Libby, our ebook database.
5. Our internet services (both wifi and physical computers) were used 3,829 times.
6. Our online databases (not including Overdrive/Libby) were accessed 2,294 times.
7. Our meeting room was not used.
8. Library staff answered 1,706 informational or reference questions from patrons via phone, email, social media, and in person.
9. 4,232 people entered the Library building during the 22 days we were open. This averages to 192 people per day. There may have been some problems with the door count.
10. 11 ILLs were processed.

b. BUDGET

i. Reviewed January's expenses.

1. All expenses associated with the move are going into the Library Supplies line item of the budget.
2. Director Rérat also found out there is an additional Library fund, fund 80, that existed before she joined the library. It is a donation account for the building. Director Rérat said she would like to see it go towards building furniture and cameras for the security system in the building expansion.
3. The security proposal did not pass Council due to wording. The cost was over the limit and usually requires bids, so Director Rérat needs to clarify that using Endex is in the best interest of the City because they monitor our security system.
4. Anderson asked about state aid. Director Rérat said it is expected as usual. She would like to see it go toward technology and outfitting the new makerspace.

c. BUILDING REPORT

Discussed:

- Chair Anderson asked what days volunteers would be needed to help move. She suggested Tuesday, Thursday, Friday. Tuesday will be preparing things for 2 Men & a Truck to move on Wednesday. Friday 10-15 TYA cadets will be available to help move as well. Most materials will be moved Thursday / Friday. Lakeland is coming to move the copier since it is under their service contract. Director Rérat plans to come in over the weekend to prepare her office. We should have limited access to the building March 1-4.
- Director Rérat wanted to explore considerations for Library procedure on bad weather days. It was proposed that school closing would trigger modified hours of 10a.m.-5p.m. Complete closure will be at the discretion of the Director, Board, or Mayor and will depend on the number of staff members who can safely make it to the Library for their shifts.
- Jack Hardy came by to talk to Director Rérat about the tornado memorial. They have opted for a more basic design without the sculpture of the tornado. Mayor Lees has talked to the street department about the sidewalks surrounding the library as well as the library parking lot.
- Wenger asked if there will be any signage for the GCB. Director Rérat will be calling tomorrow about signs for the regular library building and the GCB. We will also be using the Friends of the Library's sandwich board. Wenger asked if the book return box would be moved. It will not.

d. TECHNOLOGY REPORT

Discussed:

- The new laptops purchased for the relocation have arrived.
- The Graham Community Building network was able to use our current equipment, which kept the cost down.
- Director Rérat has been taking E-rate bids. Bolt was a low cost option, so she is checking library references to see if it would meet our needs. With E-rate the federal government pays 80% and we pay 20%.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- Full time staff have scheduled their spring training classes. After this Lilly, Autumn, and Haley will have completed their certification.

f. PROGRAMS

- i. There were no programs in January. Summer Reading is still being planned.

5. OUTREACH.

Discussed:

- There was no outreach this month.

6. STAFFING.

Discussed:

- There were no changes this month.

7. STRATEGIC PLANNING.

- Bylaws should be reviewed for the March or April meeting.
- Changes to Library board meetings were discussed. They will continue to be held on Thursdays since the Library will be open until 8p.m.

8. FRIENDS OF THE LIBRARY REPORT.

- Friends did not meet yet in January.

9. ADJOURN.

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