

**MINUTES  
LIBRARY BOARD  
SPECIAL MEETING  
CITY OF PRYOR CREEK, OK  
THURSDAY, MARCH 24, 2022 AT 5:00 P.M.**

The Pryor Public Library Board met in special meeting at the Pryor Public Library temporary location, 6 N. Adair, 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 5:05 p.m. Members Present: Anderson, Melugin, Shearin, Stevens, Wenger. Others Present: Library Director Cari Boatright Rérat.

**2. REVIEW AND POSSIBLY APPROVE MINUTES FOR FEBRUARY 17, 2022.**

Motion was made by Melugin, second by Wenger to approve the February 17, 2022 special minutes as read. All voted yes.

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

**a. LIBRARY STATISTICS**

**i. Reviewed February's Statistics:**

1. 24 people registered for new library cards (5 were digital).
2. The Library added 167 items (books and media) to the collection.
3. 1,481 items (books, magazines, and media) were checked out.
4. 2,165 books and audiobooks were checked out via Overdrive/Libby, our ebook database.
  - a. Rerat ran the report to look at the number of checkouts for March 1 - 24 in both 2021 and 2022. So far, we're checking in/out more than half the number of items we did in the same period last year. Rerat finds this encouraging considering the move, construction, and general chaos.
5. Our online databases (not including Overdrive/Libby) were accessed 2,351 times. Our most popular language studied via Mango was Hebrew.
6. Our meeting room was used to store library furnishings in preparation for the move to the Graham Community Building (GCB) and was not used by the public.
7. Library staff answered 1,158 informational or reference questions from patrons via phone, email, social media, and in person.
8. Our wifi internet was used 2,642 times. Due to the move to the GCB, we do not have access to the reports for the number of times our physical computers were used. Future months will also only have wifi numbers, but this report will be accurate for all computers used in the GCB.
9. 1,517 people entered the Library building during the 18 days we were open. This averages to 84 people per day. Future months will not have a door count due to our move to the GCB. We did not move our door counters and Rerat has decided she will not ask staff to manually count patrons as they enter.

**b. BUDGET**

- i. Reviewed February's expenses
- ii. Rerat included a detailed account of the "Library Supplies" line item so Board members could see why that line item is over-budget - all moving expenses were lumped together in that line item for easier tracking later.
- iii. The library's budget, as a whole, is at 62.42% for the fiscal year (which is 66% complete)

**c. BUILDING REPORT**

Discussed:

- Demolition has begun at the main library building
  - The office area has no internal walls, cabinetry, flooring, or ceiling tiles.
  - Lights in the main areas of the building are being taken down as crews prepare for the ceiling demo.
- Rerat is still waiting on bids for security cameras. So far, Digi and Endex have responded. Stanley Security should send their pricing next week.
- Bolt, who was awarded the Category 2 funding for Erate to replace and install the library's switches and cabling may start removing cabling soon while the ceilings are down.
- In the GCB, staff are fighting a sewer smell (so far putting water in all the floor drains helps for a few days)
- The City will not install any more outlets in the GCB at this time.
- The Life Line medical scanning event seemed to go well. Rerat was on hand to help inform patrons that the library was closed for the event.
- The next event, a birthday party, will be this weekend.
- The last event shared in this space will be an art exhibit with the Pryor Area Arts and Humanities Council later in April. The Library and the exhibit should be able to coexist nicely.
- Rerat recapped for the Board the trials and tribulations of the Great Move to the GCB and expressed her gratitude for the staff's willingness to put in such hard work and dedication to getting us moved.

**d. TECHNOLOGY REPORT**

Discussed:

- The Erate filing window for the form 471 (that finalizes who was awarded contracts for services) closed on 3/22. Rerat filed forms for OneNet to continue to be our internet service provider (Category 1 funding) and Bolt to replace our switches, battery backup, and cabling throughout the library (Category 2 funding).
  - This is the last year of renewals with OneNet. We'll have to go out for bid again next year.
  - The Bolt bid initially only included 30 data drops (cabling), but they confirmed they could cover the 70 drops needed without changing the bid price.

**e. PROFESSIONAL DEVELOPMENT**

Discussed:

- Staff continue to take their certification classes as needed

**f. PROGRAMS**

- i. There were no programs in February.
- ii. Summer Reading planning is ongoing

**g. OUTREACH.**

Discussed:

- There was no outreach in February

**h. STAFFING.**

- Rerat reported that the staff is tired from all of the changes they have endured in the last few months, the move, and the general chaos of everything happening.
- Rerat reported "Nothing shows you an organization's weaknesses quite like chaos." The library staff's greatest weakness right now is communication among staff members. To help strengthen this area, Rerat will institute weekly meetings with the full-time staff to go over schedules, projects, etc. and work on ways to improve communication to part-time staff after these meetings.

**i. STRATEGIC PLANNING.**

- i. Rerat gave each Board member a copy of the Board's bylaws, which need to be updated according to our current strategic plan. Board will discuss any proposed changes at the April meeting.

**4. FRIENDS OF THE LIBRARY REPORT.**

- Stevens reported that the Friends Group is looking to start selling tote bags as a fundraising effort. They may also open a Redbubble account with literary-themed designs.
- Because the Library is no longer open until 9 pm on Mondays, the Friends Group will begin meeting the 1st Thursday of each month at 5:30 pm.
- The Friends Group's taxes were filed and paid.
- In their accounts they have: \$2023.33 (checking); \$2910.15 (savings); and \$18.82 (PayPal).
- The Friends sent 215 books out through the Imagination Library for March and 210 will be sent in April.

**5. ADJOURN.**

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