

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, April 28, 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 4:57 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 MARCH 24, 2022.

Motion was made by Stevens, second by Wenger to approve the March 24, 2022 minutes with the correction of the date in the heading. All voted yes.

3. DISCUSS AND REVIEW LIBRARY BOARD BY-LAWS, MAKING CHANGES AS NECESSARY.

- a. By-laws were reviewed and changes suggested.
- b. Another review and possible approval of the by-laws will be part of the May agenda.

4. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

i. Reviewed March Statistics:

1. 33 people registered for new library cards. 9 were digital.
2. The Library added 37 items (books and media) to the collection. 1 was a donation.
3. 1,404 items (books, magazines, and media) were checked out. This is about 1,000 less than prior to the move, but patrons are only able to check out ¼ of what they were previously.
4. 2,345 books and audiobooks were checked out via Overdrive, our ebook database.
5. Our online databases (not including Overdrive) were accessed 1,562 times. EBSCO numbers were unavailable.
6. Library staff answered 1,272 informational or reference questions from patrons via phone, email, social media, and in person.
7. Our internet services (both wifi and physical computers) were accessed 3,066 times. Cassie numbers were not available. This does include the staff computers, but it always has.
8. There were 8 ILLs.

b. BUDGET

- i. Reviewed March expenses. Director Rérat has a meeting with Mayor Lees next week to discuss final budget numbers for the next fiscal year. There will not be any dramatic increases, but there will be minor ones to repair and maintenance since we will have more square footage.

c. BUILDING REPORT

Discussed:

- The Graham Community Building's kitchen ceiling is falling down. The city engineer and 2 other engineers have looked into it. Fixing it will not come out of the library budget. Library staff have set up a temporary kitchen area in the hallway. A new, small fridge with freezer was donated by Trey Larremore at KLa-Mart.
- Brick for the new building has been brought in to the site. Some of the original order was lost by the company sourcing the brick, so a secondary source has to be located. Once the existing brick is cleaned it will be a close match.
- Director Rérat has chosen new finishes again. This process was done a few times due to choices being discontinued or a higher tier that budgeted. Wenger asked what kind of grout is being used for the bathroom floor and wet wall tiles and if time was built into the construction timeline for it to set and be sealed before use. If not, it can lead to problems later. Director Rérat said she will verify that the grout is impervious to moisture and it will have enough time before being used.
- Director Rérat met with L&M Office to discuss furniture for the building additions. Mockups were given for the new areas, except the makerspace which will be from a different vendor who specializes in makerspaces. Patron areas will include furniture that is bleach cleanable. Wenger asked if part of the book collection will be moved to the museum room. He expressed concern about it possibly being too cluttered, distracting from the pony, and the bookshelves in the mockups not fitting the aesthetic of the room. Director Rérat said these were not the final mockups. They can look at different finishes. She has suggested 4 chairs be in the room, angled toward the pony. Traci Rabbit has also not seen the mockups. Mayor Lees has mentioned donating a table with Rabbit artwork. Director Rérat is concerned about it being used by patrons.
- The first interior wall is down. It was in the old office / kitchen area.
- Anderson pointed out that the meeting room and old office will have HVAC outside them still. The fencing was going to be replaced with wrought iron. However, to make the areas look better by redoing concrete, etc., it would cost \$10-20,000. So, a new, privacy-type fence will be installed. It is unsure what will go up in the new construction area.
- Anderson asked about the return date. Director Rérat said it is still set for September.
- The tornado monument was installed on April 27th. It is incomplete and will be finished after construction on the building is done.

d. TECHNOLOGY REPORT

Discussed:

- Cabling in the old building has been removed. Erate is covering all but \$1,000.
- Data needs to be run for the voice drop phones. There was confusion over who was responsible for making sure this was done. Director Rérat will talk to Bolt, the company who already won the bid about adding this.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- Lilly, Autumn, and Haley have finished their classes and are sending off to be certified librarians.

f. PROGRAMS

- i. There were no programs in March.
- ii. Summer Reading is being planned. Storytime will return at 10:30 a.m. on Wednesdays. Thursdays will be programming at 10 a.m. & 6 p.m. Remaining program supplies will be available as grab & go activities. All events will be held in the main room at the Graham Community Building.

5. OUTREACH.

Discussed:

- Director Rérat has been invited to participate in a community planning meeting hosted by the MidAmerica Industrial Park to help prepare for the anticipated growth.
- Autumn is attending the MidAmerica Stem Alliance with RSU and Lilly will have a table representing the library.
- Melugin would like Autumn to come and speak to the classes about Summer Reading.
- Wenger asked about outreach to Salina Library. Director Rérat has not received any response to her messages recently.

6. STAFFING.

Discussed:

- Staff is maintaining a hybrid work from home schedule due to the lack of space for staffing in the Graham Building.

7. FRIENDS OF THE LIBRARY REPORT.

- Stevens reported the Imagination Library state funding finally came through. They will pay for ½ of the books sent out to families, saving approximately \$2,500 a year. Friends of the Library participated in Thursday evening Main Street event. It was very windy. One or 2 signed up for Imagination Library that night. They will have a booth at the Health Fair June 24th. There has been discussion over including more swag at these events to help support the library. Anderson has passed out over 100 Imagination Library applications at local daycares and will be following up to see if any were returned. Book totes have arrived. FOL will sell them for \$5 each. There was no financial report.

8. ADJOURN.

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