

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, May 26, 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 5:00 p.m. Members Present: Anderson, Melugin, and Wenger. Others Present: Library Director Cari Rérat and Administrative Librarian Lillian Tucker.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR April 28, 2022.

Motion was made by Melugin, second by Wenger to approve the April 28 minutes as read. All voted yes.

3. DISCUSS, REVIEW, AND POSSIBLY APPROVE BOARD BYLAWS AS CHANGED AT THE APRIL MEETING.

Wenger suggested wording in Section 1, Article 2 concerning membership be changed from “can” to “may.” Motion was made by Anderson to approve the bylaws with the correction, second by Wenger. All voted yes.

4. LIBRARY DIRECTOR’S REPORT:

• **LIBRARY STATISTICS**

i. Reviewed April’s Statistics:

1. 35 people registered for new library cards. 10 were digital
2. The Library report for added materials would not generate.
3. 1,378 items (books, magazines, and media) were checked out.
4. 2,206 books and audiobooks were checked out via Overdrive, our ebook database. Video and Magazine counts were higher than usual.
5. Our internet services (both wifi and physical computers) were used 2,978 times, excluding Cassie.
6. Our online databases (not including Overdrive) were accessed 1,692 times.
7. 8 ILL items were processed.
8. Library staff recorded 563 informational or reference questions from patrons via phone, email, social media, and in person. Director Rérat has sent out a reminder email to be tracking these.

• **BUDGET**

- ii. Reviewed April’s expenses.
- iii. No numbers have been formalized for next year’s budget.
- iv. Director Rérat has worked to update the Library’s donation accounts. The 92 accounts are designated library accounts, while the 96 accounts are one account at the bank, but internally divided between the city departments. There is still some discussion with city hall about these balances because there was no information on the starting balances. Fund 80 is spent. State Aid will be coming in, but Director Rérat would like to use it to furnish the makerspace.

- v. L&M's office furniture quote came in, except for the tables and shelving units. Director Rérat expects the table to be expensive. The overall amount was higher than anticipated at \$61,248.97, so she has asked if they can do better. Anderson asked what fund would pay for the furniture. Director Rérat said the total donations comes to \$54,537.07. She does not want to drain the donations. Wenger asked if it all needed to be done this year. Director Rérat said the library could encumber some of the cost, then pay it when the budget renews in July. A mechanism to display the art will also need to be purchased. She suggested something similar to what PAAHC has, which is a track system with wires.
- vi. Anderson asked about the glass for the museum room. Director Rérat said it is not bullet proof, but is thicker than normal glass. Anderson asked if shades needed to be purchased to protect the art. Director Rérat said the glass will have to have UV protection and she will check on this. While the new additions will have roller shades like the rest of the library, no decision has been made for the museum room. Anderson asked if Traci Rabbit had been consulted. Director Rérat said she had sent her the plans.

- **BUILDING REPORT**

Discussed:

- Anderson asked for updates on the Graham kitchen. There have not been any repairs beyond the braces that were installed to keep the ceiling from falling completely. Staff closed the doors due to the smell and lack of air conditioning in the kitchen.
- The brick on the new building is almost done. Wenger asked if they were sealing the brick after it was cleaned. Director Rérat said there are no plans to seal it that she is aware of.
- Director Rérat has been assured that the grout in the bathrooms will be fine. Gary said most are epoxy.
- The overall construction date has been pushed back. More water is getting in than they anticipated, so drywall can not go up until the entire roof is done. Also, an electrical panel has a delayed ship date of September 7. It takes 2-4 weeks for it to be installed and set up. They are checking into how many generators they would need to run the HVAC system to continue construction. If that is not a possibility, they will have to wait until the panel is in place to do the finishing work. The architect has suggested smaller panels, but that was not something that would change the completion date.

- **TECHNOLOGY REPORT**

Discussed:

- When E-rate renews between December - February, a decision will need to be made on phones, internet, and E-rate. When the phone line was set up, there was an understanding that it was not covered by e-rate. Director Rérat recently found out that landlines are not covered, but the data used for VOIP phones (like the library has) is covered by e-rate. One option is to drop the current phone provider and bundle it with the internet. Then we would have to pay a service fee. It is estimated this would cost \$3,000 in phones and \$1,000 / year for services. The second option is to keep the current provider which is \$864 / month and use them for both phones and internet. Wenger asked if wiring would be something that would need to be addressed. Director Rérat said no because they are doing extra lines now during construction. Bolt has already been

approved to do the voice drops. They have also said they would be aggressive with their internet bid. OneNet provides our internet currently.

○ **PROFESSIONAL DEVELOPMENT**

Discussed:

- There was nothing to update.

○ **PROGRAMS**

- i. Discussed May's programming numbers
 1. There were no programs in May.
 2. 116 people have already registered for Summer Reading.
- ii. The next two board meetings and FOL meetings are on Thursdays. Summer Reading has activities planned for those evenings at 6:00. If the meetings are going to run longer, these groups will move upstairs.

5. OUTREACH.

Discussed:

- Autumn promoted Summer Reading to Roosevelt students.

6. STAFFING.

Discussed:

- Jessy resigned. Her last day was Tuesday. This part-time position may be filled internally leaving a position open in the computer lab. The idea is to fill this position at the second council meeting in July and have the new hire trained on basic things before the move to the new building.
- Jenna's last day will be June 2nd. She will begin working at St. John's. The part time youth services position will close June 10 in an effort to fill the position by the 1st week of July.
- Anderson and Melugin have terms expiring at the end of June. Their reappointments will be on Council agenda at the second meeting in June.
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7. FRIENDS OF THE LIBRARY REPORT.

- Stevens was not present. Anderson confirmed they did meet though. Anderson has made it possible for people to register online for Imagination Library in addition to coming into the library or printing off the forms.

8. ADJOURN.

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