

**MINUTES  
LIBRARY BOARD  
SPECIAL MEETING  
CITY OF PRYOR CREEK, OK  
THURSDAY, June 23, 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 5:03 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 MAY 26, 2022.**

Motion was made by Wenger, second by Melugin to approve the May 26, 2022 minutes. All voted yes with Shearing and Stevens abstaining.

**3. REVIEW AND POTENTIALLY UPDATE LIBRARY POLICIES.**

- Hours of operation will be updated.
- There may be a change to the holidays after City decides whether to include Juneteenth as a City holiday.
- The wording for Saturday closures around holidays was discussed. Wenger suggested when a holiday falls on a Friday, the library consider closing the next day and policy wording be changed to "library may close at the discretion of the director."
- For bad weather, the director will evaluate and determine if the library will open at normal time, open late, or be closed.
- The section regarding the meeting room will be pluralized. Policies may be updated after normal operations are resumed in the updated library.
- As for the new study rooms, Director Rérat would like to see how they are used before putting policies in place for them.
- Anderson asked for clarification on the policy regarding not charging admission fees. It was suggested that the wording be changed to clarify that the meeting room user cannot charge admission.
- Anderson asked if the price for genealogy research and exam proctoring was enough. It is.
- There was discussion about whether or not the Rules and Regulations for Patrons should be rewritten with a positive voice. Some may be able to be changed while others would not be.

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

**a. LIBRARY STATISTICS**

**i. Reviewed May Statistics:**

1. 33 people registered for new library cards. 4 were digital.
2. The Library added 131 items (books and media) to the collection. 15 were donations. Almost all the book budget has been spent.
3. 1,715 items (books, magazines, and media) were checked out.

4. 2,088 books and audiobooks were checked out via Overdrive, our ebook database. More materials have been added to the library's local holdings.
5. Our internet services (both wifi and physical computers) were accessed 2,379 times. Cassie numbers are not available in our current location..
6. Our online databases (not including Overdrive) were accessed 722 times.
7. There were 4 ILLs.
8. Library staff answered 1,683 informational or reference questions from patrons via phone, email, social media, and in person.

**b. BUDGET**

- i. Reviewed May expenses. Director Rérat will buy as many supplies as she can with this year's budget for the return move. She anticipates boxes and tape to be around \$2,000.
- ii. The 2022-2023 budget has been approved by the budget committee. Director Rérat expects council to approve the budget the first meeting in July. A 4% COLA was approved for all City staff. Pay scales have been adjusted slightly this year and will continue adjustment next year. Rérat will research and propose pay comparable to industry standard next year.

**c. BUILDING REPORT**

Discussed:

- Shearin asked about the ETA for the new building. The latest update is we should have possession of the building in October with plans to reopen in November. There is a change order for \$600,000 due to unforeseen needs in both buildings.
- There is \$20,000 in capital outlay for furnishing the renovation. Shelving will also have to be purchased for line of sight into the museum room. These shelves will be shorter, resulting in a loss of shelving space. Director Rérat did shelving math (that she is very proud of) to get an idea of collection capacity in the new space.
- Wenger has a meeting Saturday with a contact to show pictures and discuss options for shelving inside the museum room. He has been told the person may not be able to get to it until October if the decision is made to use his services.
- The Graham Community Building's kitchen ceiling demo began today and should be finished tomorrow. Friday, Cindy and Maggie came in and found water on the floor and a crumbled ceiling tile due to an AC leak. Melton's came out and worked on the unit. Yesterday the second AC began to have the same problem.

**d. TECHNOLOGY REPORT**

Discussed:

- Director Rérat is working on a virtual machine that will run the two programs (Cassie and Deep Freeze) managing the computers. These were on an outdated desktop. The virtual machine will be hosted off site by Onenet.

**e. PROFESSIONAL DEVELOPMENT**

Discussed:

- Nothing to update.

**f. PROGRAMS**

- i. Summer Reading is going well. There is an average 30 people for storytime, 60 between the two Thursday programs, and 300 registered. There were no programs in May.

- ii. Director Rérat has included Books & Brews in the outreach count and will do a better job of tracking it.

## **5. OUTREACH.**

Discussed:

- Director Rérat represented the library with Anderson and Stevens representing the Friends Group at the Mayes County Health Department Fair. She was able to share about Summer Reading.

## **6. STAFFING.**

Discussed:

- Eden Noffsinger was approved to begin part time in youth services on July 1. She is familiar with the collection and has social media experience.
- Elise has filled the part time adult services position. Her position in the Computer Lab has been posted and closes tomorrow, then Mac will begin interviews.

## **7. Strategic Planning**

Discussed:

- The main focus of the strategic plan will be to rebuild and get back to where the library was before the pandemic.
- The strategic plan will be reviewed in July. Director Rérat talked to the state about requirements for our library. With the circumstances over the last 2 years and the move, we do not have to do surveys until 2025.

## **8. FRIENDS OF THE LIBRARY REPORT.**

- Stevens reported the July meeting was a short one.
  - *The Daily Oklahoman* published an article about Imagination Library being in all counties. Applications have been coming in quickly. There were even 37 applications at one time. Anderson says the online ones are easy to edit and accept. The state funding is now coming from stimulus instead of the proposed covid money. They are still paying ½ of the book budget. \$469.86 was the book cost last month, but Friends only had to pay \$234.93.
  - There are still book bags for sale for \$5.
  - The Lions club did not have a meeting, so there is no information about donations from them.
  - Friends did not have a table at cruise night but did attend the health fair. They have purchased a banner for outreach events.

## **9. ADJOURN.**

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