

**MINUTES  
LIBRARY BOARD  
SPECIAL MEETING  
CITY OF PRYOR CREEK, OK  
THURSDAY, August 4, 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 5:10 p.m. Members Present: Anderson, Shearin, Stevens, Wenger. Others Present: Library Director Cari Rérat and Administrative Librarian Lillian Tucker.

**2. REVIEW AND POSSIBLY APPROVE MINUTES FOR June 23, 2022.**

Motion was made by Stevens, second by Wenger to approve the June 23 minutes with the correction of Shearin's name under item 2. All voted yes.

**3. DISCUSSION AND POSSIBLE ACTION TO APPROVE REVISED LIBRARY POLICY MANUAL AND RECOMMEND FOR CITY COUNCIL APPROVAL.**

- Discussion:
  - Anderson asked if the periodicals section was relevant or if it needed to be removed. It was decided to change the wording to "may be purchased" due to decreased circulation.
  - Anderson also asked if copy fees should be increased. They will remain the same.
  - Director Rérat has asked officials for the occupancy load for the new meeting rooms but has not received the information.

Motion was made by Wenger to approve the Policy Manual as corrected, second by Shearin. All voted yes.

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

**a. LIBRARY STATISTICS**

**i. Reviewed Year End Statistics:**

1. 600 people registered for new library cards.
2. The Library added 1,299 items (books and media) to the collection. Anderson asked if we ordered fewer books this year. Director Rérat said the book budget was spent.
3. 27,051 items (books, magazines, and media) were checked out. This number is higher than expected with the move and reduced collection.
4. 25,940 books and audiobooks were checked out via Overdrive, our ebook database, an increase over last year.
5. Our online databases (not including Overdrive) were accessed 13,541 times. Fold3 was popular.
6. Our meeting room was used by 141 community groups to host meetings for their respective organizations.

7. Library staff answered 23,298 informational or reference questions from patrons via phone, email, social media, and in person. This number is slightly less than last year.
8. Our internet services (both wifi and physical computers) were used 46,697 times in spite of only having 3 computers in our temporary location.
9. 72 Ill books were borrowed.
10. 23,776 people entered the Library building during the 274 days we were open before the move. This averages to 87 people per day. The monthly stats were consistently higher than the previous year.

**b. BUDGET**

- i. Reviewed 2021-2022 expenses. There is a \$62,000 carryover. Director Rérat is working on the annual report for the state.
- ii. Introduced the most recently discussed numbers for the 2022-2023 budget. It has not yet been approved by City Council. There is a COLA increase for personnel.

**c. BUILDING REPORT**

- i. **DISCUSSION AND POSSIBLE ACTION TO RECOMMEND COUNCIL TO APPROVE MAKERSPACE FURNISHING BID FROM L&M OFFICE FURNITURE AT STATE CONTRACT PRICING AND TO ENCUMBER \$10,155 FROM STATE AID ACCOUNT #92-925-5233 WITH THE REMAINING AMOUNT TO BE TAKEN OUT OF CAPITAL OUTLAY ACCOUNT #44-445-5416**

Motion was made by Shearin, second by Wenger. All voted yes.

Discussed:

- Makerspace furnishing bid from L&M Office Furniture at state contract pricing and encumbering \$10,155 from State Aid account #92-925-5233 with the remaining amount to be taken out of Capital Outlay account #44-445-5416. State Aid had to be encumbered before the end of July.
- Furnishings must be ordered soon to be delivered in time for the move. The cost will come from the State Aid, Capital Outlay, and Donation accounts.

Other Building Discussion:

- Hard hats are available if staff, friends of the library, or board members want a tour. If board members attend, numbers will have to be limited to prevent a quorum.
- CMS Willowbrook is now operating from the West end of the library.
- There has been no further work on the Graham building. It will probably be done after the move back to the library. The AC has had some problems with condensation. Melton's has been contacted.

**d. TECHNOLOGY REPORT**

Discussed:

- ODL has purchased a subscription for Brainfuse. It offers help with homework and other things. It still needs to be added to the Library's website.

**e. PROFESSIONAL DEVELOPMENT**

Discussed:

- Haley has applied for her certificate and is waiting on the paper.
- Fall classes have opened for certification. Part-timers who work 20+ hours a week have been encouraged to attend.

- Rerat attended the PLDC (Public Library Directors Council). HB 3702 which goes into effect in November. Libraries have to ensure that vendors providing online resources understand and comply with HB 3702. Rerat has emailed the mayor and city attorney about adding a statement to all future contracts and renewals about HB 3702.

**f. PROGRAMS**

- i. Discussed the year's programming numbers
  1. The Library hosted 3 programs for adults / all ages (including outreach programs) with 256 in attendance.
  2. The Library hosted 6 programs specifically for teens with 103 in attendance.
  3. The Library hosted 33 programs for children (including outreach programs) with 597 in attendance.

**g. OUTREACH.**

Discussed:

- The Youth Services staff will be attending the Osage Back to School Night on August 11.

**h. STAFFING.**

Discussed:

- Eden was approved as the new part-time youth services worker. Miriam is the new part time computer lab employee.
- Lillian has given her notice. The 17th will be her last day.

**i. STRATEGIC PLANNING**

- i. **DISCUSSION AND POSSIBLE ACTION TO APPROVE NEW STRATEGIC PLAN EFFECTIVE JULY 1, 2022 THROUGH JUNE 30, 2025 AND SEND IT TO CITY COUNCIL FOR ACKNOWLEDGEMENT.**

Motion was made by Wenger with one correction, second by Stevens. All voted yes.

**5. FRIENDS OF THE LIBRARY REPORT.**

- Due to a conflict with the rescheduled board meeting there was not a meeting.
- There is \$2,092.82 in checking and \$2,057.92 in savings.
- In August 284 Imagination Library books were sent out including 54 welcome books and 8 graduation books for \$313.
- In September, it was 305 books, 32 welcome books and 6 graduation books for \$322.

**6. ADJOURN.**

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