

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, AUGUST 25, 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.

Acting chair, Wenger, called meeting to order at 5:03 p.m. Members Present: Wenger, Stevens, Shearin. Others Present: Library Director Cari Boatright Rérat.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR AUGUST 4, 2022.

Motion was made by Stevens, second by Shearin to approve the August 4, 2022 minutes as read. All voted yes.

3. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

i. Reviewed July's Statistics:

1. 39 people registered for new library cards.
2. The Library added 55 items (books and media) to the collection.
3. 1,997 items (books, magazines, and media) were checked out.
4. 2,440 books and audiobooks were checked out via Overdrive, our ebook database.
5. Our online resources (not including Overdrive) were accessed 275 times.
6. Library staff answered 3,179 informational or reference questions from patrons via phone, email, social media, and in person.
7. Our internet services (both wifi and physical computers) were used 2,468 times.

b. BUDGET

- i. Reviewed July's expenses
- ii. Discussed the furniture order that just passed through City Council on 8/16/2022. Rerat has informed L&M that the bids were accepted. L&M have begun the process of getting everything ordered.

c. BUILDING REPORT

i. DISCUSSION AND POSSIBLE ACTION TO CLOSE THE LIBRARY AT THE GRAHAM COMMUNITY BUILDING ON NOVEMBER 1, 2022 IN ORDER TO MOVE BACK TO THE PERMANENT BUILDING.

1. Motion made by Stevens, seconded by Shearin. All voted yes.
Discussion: Rerat explained that after a meeting with CMS Willowbrook, the building electricians, and the Fire Marshal the library will be allowed to move back into the permanent building under a temporary certificate of occupancy. The target move-in date is November 9, 2022. Closing on November 1st will allow the Library to participate in the downtown trick-or-treating event and have enough time to pack for the move.

ii. **DISCUSSION AND POSSIBLE ACTION TO KEEP THE LIBRARY'S PERMANENT BUILDING CLOSED TO THE PUBLIC UNTIL THE BUILDING RECEIVES A PERMANENT CERTIFICATE OF OCCUPANCY. LIBRARY BOARD WILL REEVALUATE THIS DECISION IF THERE ARE FURTHER UNFORESEEN DELAYS IN CONSTRUCTION.**

1. Motion made by Stevens, seconded by Shearin. All voted yes.

Discussion: Rerat explained that at the meeting referenced above, she was told the library's main distribution panel (MDP) is stuck in the supply chain. Right now, it's set to ship on October 21, 2022, but there is no guarantee it will ship at that time. Without the MDP installed, the library cannot receive a permanent certificate of occupancy. Under the temporary certificate of occupancy, the public would not be allowed to enter any of the major additions to the building (meeting rooms, makerspace, or art museum). Rerat is concerned that limiting access to the building will be frustrating for both the public and for Library staff. Once the MDP is received and installed, the library should receive its permanent certificate of occupancy. Wenger suggested the motion be amended to include a reevaluation of this decision if the MDP is not shipped in October. Stevens and Shearin amended their motion and second.

Other Building Discussion:

- All staff have toured the main building as have some Board and Friends Board members.
- Rerat reported, due to an incident that day, she confirmed with the Police Department and State Statute Title 21: 21-1277: It is unlawful to carry a firearm, concealed or unconcealed, in the Library building. It also states in the Library's policy manual that patrons are not to bring weapons into the building.

d. **TECHNOLOGY REPORT**

No Report

e. **PROFESSIONAL DEVELOPMENT**

No Report

f. **PROGRAMS**

- i. Discussed July's programming numbers

1. The Library hosted 10 programs with 223 people in attendance.

g. **OUTREACH.**

The Youth Services Staff attended Osage School's back to school night

h. **STAFFING**

- i. **DISCUSSION AND POSSIBLE ACTION TO SEND REVISED JOB DESCRIPTIONS TO THE BUDGET AND PERSONNEL COMMITTEE FOR APPROVAL.**

1. Motion made by Shearin, seconded by Stevens. All voted yes.

Discussion: With the resignation of Lillian Tucker from the Administrative Librarian position, Rerat proposed a small change in job duties of that position. The change would primarily include moving IT responsibilities from the Collection Development Librarian position to the Administrative Librarian position. Rerat discussed the move with the Mayor, who approved the idea. Rerat feels it's a good time to review all job descriptions and send them through the City's Budget and Personnel

committee for review and approval. Also, Rerat would prefer all job descriptions have the same date of approval.

i. STRATEGIC PLAN

Discussion: Rerat reported that the new strategic plan was acknowledge almost unanimously at the City Council meeting on 8/16/2022.

4. FRIENDS OF THE LIBRARY REPORT.

- Stevens reported that the Friends Group did not meet in August due to the Library Board needing to meet on their normally scheduled evening.
- The Friends accounts have \$2,415.60 in checking; \$1,735.20 in savings; and \$18.82 in PayPal.

5. ADJOURN.

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