

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, SEPTEMBER 29, 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 5:09 p.m. Members Present: Stevens, Shearin, Wenger, Anderson, Melugin. Others Present: Library Director Cari R rat and Administrative Librarian Elise Kasler.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR AUGUST 25, 2022.

Motion was made by Stevens, second by Wenger to approve the August 25 minutes as read. Anderson and Melugin abstained, all else voted yes.

3. DISCUSSION AND POSSIBLE ACTION TO APPROVE INCREASED CHECKOUT LIMIT BEGINNING OCTOBER 3, 2022 IN ANTICIPATION OF CLOSING THE TEMPORARY LIBRARY AND MOVING BACK TO THE BUILDING AT 505 E. GRAHAM AVE.

Motion to change material checkout limit to up to 20 or staff discretion starting October 4th was made by Wenger, second by Melugin. All voted yes.

4. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

i. Reviewed August's Statistics:

1. 51 people registered for new library cards.
2. The Library added 172 (books and media) to the collection.
3. 1,881 items (books, magazines, and media) were checked out.
4. 2,199 books and audiobooks were checked out via Overdrive, our ebook database.
5. Our online databases (not including Overdrive) were accessed 862 times.
6. Library staff answered 1,007 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 2,104 times.

b. BUDGET

- i. Reviewed August's expenses
- ii. Discussed the approval of moving expenses by City Council (approx. \$6,000).

c. BUILDING REPORT

Discussed: The temporary library is having an issue with insects. The exterminator has been called. The main library parking lot is in process of being redone, Rerat suggests diagonal parking lines be painted to reduce chances of people damaging the book drop and new electrical box. September 27, 2022 Rerat, Wenger, Stevens toured the library building and have concerns

regarding the roof, a section of wall on west side of museum room, and some areas of flooring (study rooms, transitional areas to new building). Rerat explained that October 21, 2022 the electrical panel is planned to ship. Week of November 9, 2022 furniture is to be shipped. Shelving will not be delivered until the first week of December.

d. TECHNOLOGY REPORT

Discussed: Rerat explained that three laptop locks were purchased after a laptop was removed from the computer area by a patron and left in a bathroom.

e. PROFESSIONAL DEVELOPMENT

Discussed: Full and part-time staff are participating in ODL classes working towards library certifications and continuing education.

f. PROGRAMS

The library has no programs in August.

g. OUTREACH

Discussed: Youth services attended a Jefferson school program with approximately 90 people in attendance. Cari Rerat presented at a rotary meeting.

h. STAFFING

Discussed: Elise Kasler is doing well in her new full time position. Her old part time position is open.

5. FRIENDS OF THE LIBRARY REPORT.

- Discussed October 15, 2022 Pryor Comicon.
- Attended Pryor Main Street event, bag sales are a priority.
- Friends Group received approximately \$700 in donations.
- Anderson reports that 351 children have been registered with Imagination Library and 144 children graduated the program.
- The checking account has a balance of \$2114.39; savings has \$2092.16; and PayPal continues to have \$18.82

6. ADJOURN.

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