

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, OCTOBER 27, 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.

Stevens called meeting to order at 5:05 p.m. Members Present: Stevens, Wenger, Melugin.
Others Present: Library Director Cari R  rat and Administrative Librarian Elise Kasler.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR SEPTEMBER 29, 2022.

Motion was made by Melugin, second by Wenger to approve the September 29th minutes as read. All voted yes.

3. POSSIBLE EXECUTIVE SESSION PURSUANT TO THE OKLAHOMA OPEN MEETING ACT FOR THE PURPOSE OF DISCUSSING THE EMPLOYMENT, HIRING, APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING, OR RESIGNATION OF:

a. CARI R  RAT (25 O.S. 307 (B) (1)).

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

4. CONSIDER RESUMING REGULAR SESSION

Motion made by Wenger, seconded by Melugin. All voted yes.

5. POSSIBLE ACTION BASED ON EXECUTIVE SESSION CONCERNING THE EMPLOYMENT, HIRING, APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING, OR RESIGNATION OF:

A. CARI R  RAT (25 O.S. 307 (B) (1)).

Wenger moves to continue employment of Cari R  rat, seconded by Melugin. All voted yes.

6. DISCUSSION AND POSSIBLE ACTION CONCERNING LIBRARY BOARD MEETING SCHEDULE FOR 2023

Stevens motioned to accept, seconded by Melugin, all voted yes.

7. DISCUSSION AND POSSIBLE ACTION CONCERNING MEETING PLACE AND TIME FOR NOVEMBER 17, 2022 LIBRARY BOARD MEETING SINCE THE LIBRARY WILL BE CLOSED TO THE PUBLIC.

Cari suggests meeting at City Hall in Council Chambers, assuming it is available, for this meeting date. Stevens motioned to accept, seconded by Melugin, all voted yes.

8. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

i. Reviewed September's Statistics:

1. 52 people registered for new library cards.
2. The Library added 398 items (books and media) to the collection.
3. 1,537 items (books, magazines, and media) were checked out.
4. 2,023 books and audiobooks were checked out via Overdrive, our ebook database.
5. Our online databases (not including Overdrive) were accessed 115 times.

6. Library staff answered 2,080 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 1,728 times.

b. BUDGET

- i. Reviewed September's expenses.
- ii. Cari discussed approaching Budget Committee and Council to fill the 14th library position. This position has been budgeted for several years, but left unfilled because Cari wasn't sure the library had enough work for that position to stay busy. Now the library definitely has enough. This wasn't an item needing a vote, but the Board was generally in favor of beginning the process to fill the position.

c. BUILDING REPORT

Discussed: Gaining approx. 6,000 square feet after library renovations. Cari R. reminds the library board of the final punch out meeting Wednesday October 2nd, 2022. Cari did another building walk through and reports arches will be added to three library entrances and the book drop is to be reinstalled. There will be two handicap spots and angled parking lines. Library staff should be moved back into the library by November 14th, 2022. Cari R. reports that the Pony arrives on November 15th. New shelving is expected to be delivered in December.

d. TECHNOLOGY REPORT

Discussed: Cari R. reports the library should have Bolt internet by the time we are moved back. 5 new phones were ordered and will be installed with along with the old phones once we've moved back.

e. PROFESSIONAL DEVELOPMENT

Discussed: Part time and full time staff are actively working on library certifications through the Niche online program.

f. PROGRAMS

- i. Discussed September's programming numbers
 1. The Library hosted 4 programs for children with 16 in attendance.

g. OUTREACH

Discussed:

- Autumn went to Lincoln Elementary to judge an essay contest.

h. STAFFING

The new part-time Adult Services Library Assistant starting November 14th.

9. FRIENDS OF THE LIBRARY REPORT.

- Participated at Pryor Comicon, made bag sales and received donations.
- 356 children registered in Dolly Parton's Imagination Library.
- 8 children graduated from Imagination Library.
- Friends of the Library have \$2,092.16 in savings. \$18.82 in PayPal. Checking account balance is \$2,114.39.

10. ADJOURN.

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