

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, NOVEMBER 17, 2022 AT 5:00 P.M.**

The Pryor Public Library Board met in special meeting in the Mayor's conference room in City Hall at 12 N. Rowe, 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, Melugin, Shearin, Stevens. Wenger present at 5:15 p.m. Others Present: Library Director Cari Rérat and Elise Kasler.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR OCTOBER 27TH, 2022.

Motion was made by Stevens, second by Melugin to approve the October 27th minutes as read. All voted yes.

3. REVIEW AND POSSIBLY APPROVE MINUTES FOR OCTOBER 31, 2022.

The October 31st meeting had been canceled due to lack of quorum.

4. DISCUSSION AND POSSIBLE ACTION TO DETERMINE LIBRARY'S REOPENING DATE.

Per Rerat, Monday December 19th was suggested. Shearin motioned to accept, seconded by Melugin, all voted yes.

5. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

i. Reviewed October's Statistics:

1. 35 people registered for new library cards.
2. The Library added 156 items (books and media) to the collection.
3. 2,591 items (books, magazines, and media) were checked out.
4. 2,130 books and audiobooks were checked out via Overdrive, our ebook database.
5. Our online databases (not including Overdrive) were accessed 107 times.
6. Library staff answered 465 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 1,810 times.

b. BUDGET

- i. Reviewed October's expenses. Per Rerat we are under budget for the year at 33%.
- ii. Discussed how the city has approved an audit related to the renovation project for police, fire, and library departments being approximately 1.7 million dollars over budget.

c. BUILDING REPORT

Discussed: Library staff are out of the Graham building. The punch list is being worked on at the library. This includes replacing ceiling tiles, a sign outside of the building, and the guttering. The library should have internet switches set up and available for use by end of week. CMS

needs to finish work on the parking lot. Cleaning crew in the library should be finished by next week.

d. TECHNOLOGY REPORT

Discussed: Cari and Elise are updating computers and other technology in preparation for official opening to the public.

e. PROFESSIONAL DEVELOPMENT

Discussed: Library staff continue to pursue online education for library certification.

f. PROGRAMS

- i. The library took part in the Pryor Halloween event at the Graham building in October. Library staff are planning a block party with fire and police departments in January as the official grand opening celebration.

g. OUTREACH

Discussed: Cari R. discussed plans to partner with groups and museums in the area to draw in more patrons to the library's new art gallery.

h. STAFFING

Discussed part-time employee Paige Lamar started her new position on Monday. On Tuesday council approved taking applications for another part-time position for the library.

6. FRIENDS OF THE LIBRARY REPORT.

- There was no meeting in October.
- Received a \$110.00 to the Friends of the library.
- Per Stevens, taxes have been filed.
- Per Anderson, Imagination library books have been sent out.

7. ADJOURN.

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