

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, FEBRUARY 23, 2023 AT 5:00 P.M.**

The Pryor Public Library Board met in regular meeting at the Pryor Public Library, 505 East Graham Avenue, 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 5:02 p.m. Members Present: Stevens, Shearin, Anderson. Others Present: Library Director Cari R  rat and Elise Kasler.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR January 26, 2023.

Motion was made by Stevens, second by Anderson to approve the January 26th minutes as read. Stevens and Anderson voted yes, Shearin abstained.

3. PETITIONS FROM THE AUDIENCE.

(Library Board reserves the right to limit presentations to 5 minutes)

There were no petitions presented.

4. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

• Reviewed January's Statistics:

1. 80 people registered for new library cards.
2. The Library added 233 items (books and media) to the collection.
3. 2,853 items (books, magazines, and media) were checked out.
4. 2,367 books, audiobooks, magazines, and videos were checked out via Overdrive/Libby, our digital library.
5. Our internet services (both wifi and physical computers) were used 3,435 times.
6. Our online resources (not including Overdrive/Libby) were accessed 69 times.
7. Our meeting room remains closed to outside organizations due to recent flooding in the building making it necessary for books to be stored in the meeting room until floors are repaired.
8. Library staff answered 3,931 informational or reference questions from patrons via phone, email, social media, and in person.

b. BUDGET

i. DISCUSSION REGARDING EBSCO'S LEARNING EXPRESS LIBRARY AND JOB & CAREER ACCELERATOR

Per director Rerat, EBSCO has been renewed another year, but the annual cost has gone from \$3,000 to \$4,000. Her plan is to monitor usage statistics and reassess in a year if the library should switch to a different provider. Rerat mentions Brainfuse, a free online service, as an alternative.

ii. DISCUSSION REGARDING GALE'S SUITE OF ONLINE RESOURCES

Director Rerat discussed the possibility of the library using Gale Legal Forms as the community has a need for being able to easily obtain various legal forms. This service would cost approximately \$2,600 a year if the library also acquired Business Planning, Early Education, and Chilton's Library services through Gale.

GENERAL DISCUSSION:

Reviewed January's expenses. Per director Rerat we are at 55% for the total operations budget. Rerat stated she is working on the budget for the next fiscal year and wants to increase the travel budget as employee Autumn Courtney continues to travel to Oklahoma City on a monthly basis for Sequoyah book meetings. Director Rerat also wants to propose that part-time library staff be able to accrue sick days or be on a pay scale; she plans to speak with Mayor Larry Lees about this in March.

c. BUILDING REPORT

Discussed:

- New carpet that was ordered has been delivered. The old carpet will be removed soon. The history section of the library will have luxury vinyl tile installed instead of carpet. Director Rerat reports that the library and all its contents are now fully insured. The library is approximately 16,000 square feet and is insured for \$250 per square foot. The library's contents are insured for 1.9 million.

d. TECHNOLOGY REPORT

i. DISCUSSION AND POSSIBLE ACTION REGARDING E-RATE BIDS

The library's internet service provider, OneNet, did not submit a bid in time so they could not be considered. We have to change to a new ISP and Rerat discussed that we may want to switch to Fiber Interactive Technologies (FIT) as we also go through them for our phone connectivity. Director Rerat proposes we reject other bids and use FIT until we reassess the situation in January 2024.

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

Discussed:

- Rerat and Kasler are in the process of surplussing 23 computers. Per Rerat, the library may do sealed bids for the computers.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- There was nothing new to be discussed.

f. PROGRAMS

- Discussed January's programming numbers
 1. The Library hosted 6 programs for adults with 225 in attendance.
 2. The Library hosted 1 program for teens with 5 in attendance.
 3. The Library hosted 6 programs for children with 97 in attendance.

g. OUTREACH

Discussed:

- Autumn is visiting elementary schools to speak with the students about the library and recently judged a spelling bee at a middle school. Cari will be involved with Read Across America and will be reading to students in local public schools.

h. STAFFING

Discussed:

- Nothing new to report.

5. FRIENDS OF THE LIBRARY REPORT

- Regular meeting was held on February 2nd, 2023. Discussed forum plans, ways to increase outreach and strategies to increase donations. Spending approximately \$500/month for books. Over 200 books have been sent out and 4 children graduated from the program. \$6,629 in savings, \$3,807.12 in checking, and \$1,687 received in donations.

6. ADJOURN

Motion was made by Shearin and seconded by Stevens at 6:24 PM. All voted yes.