

**MINUTES  
LIBRARY BOARD  
REGULAR MEETING  
CITY OF PRYOR CREEK, OK  
THURSDAY, MARCH 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 5:04 p.m. Members Present: Wenger, Stevens, Shearin, Anderson, Melugin. Others Present: Library Director Cari Rérat and Elise Kasler. Shearin left the meeting at 5:53 P.M.

**2. REVIEW AND POSSIBLY APPROVE MINUTES FOR FEBRUARY 23, 2023.**

Motion was made by Anderson, second by Stevens to approve the February 23rd minutes as read. Shearin, Stevens, and Anderson voted yes; Wenger and Melugin 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 February's Statistics:**

1. 115 people registered for new library cards.
2. The Library added 166 items (books and media) to the collection.
3. 2,856 items (books, magazines, and media) were checked out.
4. 2,239 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 4,995 times.
6. Our online resources (not including Overdrive/Libby) were accessed 842 times.
7. In February the meeting rooms were used 5 times. 129 total usages of the meeting rooms, study rooms, and makerspace were recorded since December.
8. Library staff answered 2,682 informational or reference questions from patrons via phone, email, social media, and in person.

**b. BUDGET**

- Reviewed February's expenses;
- Personnel makes up 61% of the budget
- Per Director Rerat, mayor Larry Lees advised Department Heads to watch spending closely and only spend funds on what's absolutely necessary. Director Rerat reports that library staff will continue to plan programs and fulfill patron material requests.

- Mayor Lees agreed that the insurance money from the library flood in December should be used to move the flagpole that was placed too close to the building.
- Director Rerat discussed future plans to add more lighting inside the library as well as more exterior lighting.

**c. BUILDING REPORT**

**i. DISCUSSION AND POSSIBLE ACTION TO INCLUDE OCCUPANCY**

**NUMBERS IN LIBRARY POLICY MANUAL**

No Action: Director Rerat discussed the architect and fire marshal reports regarding occupancy limits in the library. 100 people may fit in the meeting rooms without any furniture; with furniture the maximum occupancy is 60 people. The museum can hold up to 35, and the maximum occupancy of the makerspace is 25. Rerat is working on updating the policy manual to show maximum occupancy for each of these spaces.

**ii. DISCUSSION AND POSSIBLE ACTION REGARDING CHANGING MEETING ROOM POLICY IN LIBRARY POLICY MANUAL**

No Action: Director Rerat asked for input on how the library will handle usage of the meeting rooms after hours with the suggestion to charge a small fee of \$20/hr for reserving the meeting rooms after hours and this may only occur if there is staff availability to assist and monitor the building. In the study rooms, patrons have the option to reserve a room, otherwise they will be accessible on a first come first served basis. Director Rerat will write policy for the Board to review and approve at the next meeting. .

**d. TECHNOLOGY REPORT**

Discussed:

- Fiber Interactive Technologies (FIT) will be digging a trench outside the building to restore connectivity.

**e. PROFESSIONAL DEVELOPMENT**

Discussed:

- Haley Poulos and Elise Kasler are in the process of becoming notaries. Autumn Courtney plans to become a notary in the next fiscal year.

**f. PROGRAMS**

- Discussed February's programming numbers
  1. The Library hosted 13 programs for adults with 192 in attendance.
  2. The Library hosted 1 program for teens with 8 in attendance.
  3. The Library hosted 6 programs for children with 375 in attendance.

**g. OUTREACH**

Discussed:

- Autumn Courtney visited multiple middle school classes to read to the children and promote the library and programming.

**h. STAFFING**

Discussed:

- There was nothing new to discuss.

**i. STRATEGIC PLAN**

- Director Rerat is updating the strategic plan.

**5. FRIENDS OF THE LIBRARY REPORT.**

- Discussed plans to attend the Main Street event on April 20 to increase outreach and donations.
- They have received \$8,057 in donations.
- Chamber of Commerce dues have been paid.

- \$39 was spent to continue use of the P.O. box. Friends of the library are working on a calendar.
- Anderson plans to help with the landscaping on library property.
- Friends of the library plan to volunteer their time during the April 27 visit by author Ginny Meyers Sain.
- Friends sent out 439 books for Imagination Library, added 23 new members, and had 6 graduates from the program.
- Per Stevens, Friends of the library have \$4,725.21 in checking, \$5,615.76 in savings, and \$18.82 in PayPal.

#### **6. NEW BUSINESS.**

Discussed:

- Director Rerat is updating the policy manuals and strategic plan.

#### **7. ADJOURN.**

Motion was made by Anderson and seconded by Melugin at 6:00 P.M. All voted yes.