

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, JUNE 1, 2023 AT 5:00 P.M.**

The Pryor Public Library Board met in special 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 5:00 p.m. Members Present: Stevens, Anderson, Melugin. Others Present: Library Director Cari R  rat (via video) and Elise Kasler.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR April 27, 2023.

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

3. DISCUSSION AND POSSIBLE ACTION TO APPROVE HOTSPOT LENDING POLICY.

The hotspot lending policy was reviewed and discussed. Motion to approve the hotspot lending policy made by Melugin, second by Stevens. All voted yes.

4. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

• **Reviewed April's Statistics:**

1. 109 people registered for new library cards.
2. The Library added 12 items (books and media) to the collection.
3. 2,470 items (books, magazines, and media) were checked out.
4. 2,222 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 7,204 times.
6. Our online resources (not including Overdrive/Libby) were accessed 131 times.
7. In April the meeting rooms were used 9 times, makerspace 4 times, and study rooms were used 148 times, in total 161 uses of library spaces.
8. Library staff answered 3,953 informational or reference questions from patrons via phone, email, social media, and in person.

b. BUDGET

- Reviewed April's expenses:
- 76.49% of the total budget has been spent.
- Budget freeze continues until the end of the fiscal year.

c. BUILDING REPORT

Discussed:

- Director Rerat sent an email to CMS regarding multiple minor repairs including caulking that needs to be completed in the museum room, issues with the hot water and water pressure.

- Next year's budget priorities are to fix the outdoor sign, add more exterior lighting, and replace the large print shelving units that were damaged in the flood.
- Outdoor steps still need safety strips, per Director Rerat this is to be completed by the Street Department.
- Per Rerat, the quote for the remaining letters on the outdoor sign is approximately \$3,100.

d. TECHNOLOGY REPORT

Discussed:

- E-Rate is complete.
- Officially switching from OneNet to FIT the week of June 19th, 2023.
- Gale resources went live June 1st, 2023.
- Door counters are to be reinstalled soon, it is thought that the door counters were not working properly due to glare affecting the break beams.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- Niche Academy spring classes have been posted.
- Eden Nofsinger has earned her library certification.
- Cari and Elise attended a Disaster Planning workshop.

f. PROGRAMS

- Discussed April's programming numbers:
 1. The Library hosted 10 programs for adults with 45 in attendance.
 2. The Library hosted 1 program for teens with 6 in attendance.
 3. The Library hosted 5 programs for children with 110 in attendance.

g. OUTREACH.

Discussed:

- Director Rerat has been invited to speak at the rotary on June 9th.
- Rerat also has plans to invite Cherokee nation dignitaries to see the museum's art collection once we get a better handle on cataloging and caring for the collection.
- Stevens and Anderson discussed attending/volunteering at the Mayes Co. Health Dept. fair.

h. STAFFING.

Discussed:

- Haley P. is interviewing people for the part-time library position.
- Cleva is the new intern and will be attending a council meeting and the next board meeting.
- Bonnie Paul's last day was May 31st, 2023.

i. STRATEGIC PLAN.

- Director Rerat is working on the disaster plan.
- Staff continue to update the technology plan and procedure manual.

5. FRIENDS OF THE LIBRARY REPORT.

- Paid June's bill.
- Checking account has \$4,592.43. Savings account has \$4,430.46.

6. ADJOURN.

Motion to adjourn was made at 5:41 PM by Melugin and seconded by Stevens. All voted yes.