

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, AUGUST 3, 2023 AT 5:30 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 5:30 p.m. Members Present: Wenger, Stevens, Shearin, Anderson, Melugin. Others Present: Library Director Cari Rérat, Elise Kasler, Autumn Courtney and Haley Poulos.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR JUNE 1, 2023 SPECIAL MEETING.

Motion was made by Wenger to approve the minutes for June 22, 2023 special meeting, correcting the scrivener's error on the agenda. Second by Shearin to approve the June 22nd minutes as read. All in favor and voted yes.

3. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

● **Reviewed June's Statistics:**

1. 148 people registered for new library cards.
2. The Library added 147 items (books and media) to the collection.
3. 3,430 items (books, magazines, and media) were checked out.
4. 2,414 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 9,112 times.
6. Our online resources (not including Overdrive/Libby) were accessed 319 times.
7. In June the meeting rooms were used 7 times and study rooms were used 164 times.
8. Library staff answered 5,975 informational or reference questions from patrons via phone, email, social media, and in person.

b. BUDGET

- Reviewed June's expenses:
- Per Rerat, \$517,285 was total expenditures and \$55,675 was returned to the city's general fund. She reports that for every \$1.00 invested in the library, our patrons saved \$1.40 just on material checkouts.
- Director Rerat states that the annual report to the Oklahoma Department of Libraries is due on August 15th.
- After attending the Tuesday council meeting, Rerat reports the budget freeze continues and we cannot hire a new part-time employee to fill the vacant position.

c. BUILDING

Discussed:

- Museum window to the south vestibule was recaulked.
- The museum doors were framed.
- Rerat reports that the front porch of the library has been disassembled and then reassembled to get rid of a pesky “persistent porch puddle”.
- Director Rerat has been in communication with ROCMND and Mayes County Drop Task Force and has partnered with them so that we can provide medical lockboxes and Detera drug deactivation kits to anyone who needs it. With mayoral/council approval and appropriate funding, a vending machine with fentanyl test strips and naloxone will be placed on the library’s back porch.

d. TECHNOLOGY

Discussed:

- The library received a \$5,000 technology grant and it will be used to replace 4 children’s computers and one computer in local history.
- The city dealt with a recent wifi incident where staff gave out the staff wifi password in another city building and FIT got involved in order to clean up the damage. Because of this, the library staff wifi password has been changed. Staff have been reminded not to share this password.
- The library has two new copiers.
- State aid allowed for the purchase of two new all-in-one computers to replace the self checkout computers.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- Staff will receive Narcan training on Aug. 23rd in anticipation of a vending-type machine with naloxone and fentanyl test strips that will be placed on Library grounds if city council approves.
- ODL certification has changed. It can all be done online through Niche Academy and there are no late fees for recertification.
- Director Rerat has received mayoral approval to apply for and, if accepted, attend Mayes County Lead events. Rerat plans to ask the Friends Group to pay the approximately \$500 for her participation and training. .

f. PROGRAMMING

i. REPORT ON SUMMER READING PROGRAM

- This year the summer reading program was a huge success.
- Autumn Courtney reports that in total, the library had 641 patrons sign up. Autumn organized 30 youth programs, and spent a total \$1,962.44 for all youth SRP.
- At the SRP ending celebration, over 200 patrons attended!
- Haley Poulos reports that 119 adults signed up for summer reading and approximately \$800 spent on programming supplies.

g. OUTREACH

Discussed:

- Due to the current state of the city budget, Rerat suggests we think about ways to spread word to drum up support for the library. Ideas include newsletters, informational book marks, brochures, and programs.

h. STAFFING

Discussed:

- The library is down one part-time position but we are managing.

i. STRATEGIC PLAN

Discussed:

- Director Rerat proposes and plans to expedite the process of creating a county library system due to city budget troubles. Rerat mentions it may be a 2-3 year process to create a complete county system. The vote of the people will be needed, and we would need to increase property taxes by a small amount. According to Rerat's calculations, it would cost people less than four dollars a month to fund the county system. By creating a county system, it would free up half a million dollars in the Pryor city budget every year. The mayor is on board and Rerat is beginning conversations with the other library directors.

5. FRIENDS OF THE LIBRARY REPORT.

- Held their regular meeting July 6th, 2023.
- Assisted with the Fun in the Sun event and approximately 150 people attended.
- Per Stevens, the Friends have completed an informational brochure. Anderson reports it will be mailed out to all county businesses to drum up donations for the Imagination Library
- The Friends sent out 577 books, 17 welcome books, and had 4 graduates.
- \$610.06 total cost for the books sent out.
- Friends of the library report they will have funding for 2024.
- Per Stevens, Friends are looking into using new social media platforms to raise interest and support.

9. ADJOURN.

Motion was made by Melugin and seconded by Stevens at 6:32 P.M. All voted yes.