

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, OCTOBER 22, 2020 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 5:00 p.m. Members Present: Anderson, Melugin, Shearin, Stevens. Others Present: Library Director Cari Rérat and Mayor Larry Lees.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR SEPTEMBER 24, 2020.

Motion was made by Stevens, second by Melugin to approve the minutes as corrected. All voted yes.

3. PETITIONS FROM THE AUDIENCE.

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

There were no petitions presented.

4. DISCUSSION AND POSSIBLE ACTION TO APPROVE LIBRARY BOARD MEETING DATES FOR 2021.

Motion was made by Melugin, second by Shearin. All voted yes.

5. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

• Reviewed September's Statistics:

1. 277 people registered for new library cards (239 were digital cards).
2. The Library added 42 items (books and media) to the collection.
3. 2,453 items (books, magazines, and media) were checked out.
4. 2,257 books, audiobooks, magazines, and videos were checked out via Overdrive, our digital library.
5. Our internet services (both wifi and physical computers) were used 6,390 times.
6. Our online resources (not including Overdrive) were accessed 532 times.
7. Our meeting room remains closed to outside organizations due to COVID-19 and the need to store quarantined materials and furniture moved to accommodate physical distancing.
8. Library staff answered 1,843 informational or reference questions from patrons via phone, email, social media, and in person.
9. 2,892 people entered the Library building during the 25 days we were open. This averages to 116 people per day.

b. BUDGET

- Reviewed September's expenses
- Rérat and R. Scott McCall are in the process of updating the specifications for the processing we receive from Baker & Taylor. This may also change the price-per-book for processing. The Library is not making book orders until the specs and pricing are finalized.

- Stevens made a motion to authorize Rérat to purchase three desks for the office area from Sundance not to exceed \$2,000 using the Repair and Maintenance line item of the budget. Melugin seconded the motion. All voted yes.

c. BUILDING REPORT

Discussed:

- Mayor Lees presented his memorandum encouraging the Library Board to consider housing the recent gift of the “Painted Pony” by Bill Rabbit in the Library.
 - Shearin made a motion to recommend to the City Council that the Library house the gift of the “Painted Pony” created by Bill Rabbit on Library premises. Melugin seconded the motion. All voted yes.
- The tiles in the lobby have started to separate from the foundation. The City Engineer, Building Inspector, and Maintenance staff have all looked at the area. Monty Littlefield will bring a crew in on Oct. 29 to pull a few tiles up and get a better idea of what’s causing the separation.
- The Library received a gift of a brick from the Whitaker Home. The brick was found in the attic of a house in Independence, KS. The Historical Society in Independence contacted Mayor Lees about the brick. Mayor Lees retrieved the brick from the Historical Society and brought it to the Library. The Library will display the brick in the Local History area of the building.
- Library staff removed two more tables from the computer lab area to help reduce the spread of COVID-19 and encourage patrons not to linger in the library longer than necessary. The Board recommended Library staff include language about not staying in the building longer than necessary on entrance doors and other signage.

d. TECHNOLOGY REPORT

Discussed:

- Rérat is in the process of getting the new HP Mini computers ready for staff use. She expects to have that project completed within a week or so.
- Rérat and Library staff will begin exploring purchasing wifi hotspots for checkout.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- Rérat is almost finished with the class on Emergency and Disaster Planning.

f. PROGRAMS

- The Library hosted 4 online programs for children in September.

g. OUTREACH.

No report

h. STAFFING.

Discussed:

- Jordan Hobbs will begin working as a part-time Library Assistant in the Computer Lab on Oct. 23rd.
- Council approved the creation of two additional part-time positions (that have been budgeted, but never filled). One will be in the Computer Lab, the other will be in Adult Services.
- Lilly Tucker accepted the position of Librarian II - Administrative Librarian. Her first day full-time will be November 4, assuming Council approves her move from part-time to full-time. This will leave a part-time position to be filled in our Youth Services department.

6. FRIENDS OF THE LIBRARY REPORT.

- Stevens reported:
 - The Friends group has sent out their annual corporate letter to help fund the Dolly Parton Imagination Library service they provide.
 - All five winners of the fundraiser raffle have been drawn and notified.
 - We have 171 readers in the Dolly Parton Imagination Library.

7. NEW BUSINESS.

No new business.

8. ADJOURN.

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