

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, November 19, 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 5:02 p.m. Members Present: Anderson, Melugin, Shearin, Stevens, Wenger. Others Present: Library Director Cari Rérat and Administrative Librarian Lillian Tucker.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR October 22, 2020.

Motion was made by Stevens, second by Melugin to approve the October 22 minutes as read. Wenger abstained due to not being present on October 22. Remaining members 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 CLOSING AT 5:00 P.M. ON THURSDAY, DECEMBER 3, 2020.

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

5. DISCUSSION AND POSSIBLE ACTION TO APPROVE PROVIDING PORTABLE TOILETS IN THE LIBRARY'S PARKING LOT FOR THE DECEMBER 3, 2020 PARADE OF LIGHTS. FUNDING FOR RENTAL WILL BE REIMBURSED FROM CITY CAR LINE ITEM 02-201-5401.

Discussion of handicap accessibility and possible need for additional hand sanitizing stations. Stevens proposed a motion to amend the action to include additional hand sanitizing stations, seconded by Wenger. All voted yes.

6. POSSIBLE ACTION BASED ON EXECUTIVE SESSION CONCERNING THE EMPLOYMENT, HITING, APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING, OR RESIGNATION OF:

- **Cari Rérat (25 O.S. 307 (B) (1).**

Wenger proposed to table the discussion until the next meeting, Melugin seconded. All voted yes.

7. LIBRARY DIRECTOR'S REPORT:

- **LIBRARY STATISTICS**

- **Reviewed October's Statistics:**

- 59 people registered for new library cards (40 were digital).
- The Library added 71 items (books and media) to the collection.
- 2,644 items (books, magazines, and media) were checked out.
- 2,120 books, audiobooks, magazines, and videos were checked out via Overdrive, our digital library.
- Our internet services (both wifi and physical computers) were used 7,870 times.
- Our online resources (not including Overdrive) were accessed 418 times.

- Genealogy events are on hold due to COVID-19, but genealogy staff is continuing to work on digitizing sources.
 - Discussion was held about backing up digital sources.
 - Interlibrary loan usage was not updated this month.
 - 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.
 - Library staff answered 1,840 informational or reference questions from patrons via phone, email, social media, and in person.
 - 2,695 people entered the Library building during the 26 days we were open. This averages to 104 people per day.
 - Literacy tutoring has been placed on hold due to COVID-19, but there was an inquiry today about the programs offered.
- **BUDGET**
 - Reviewed October's expenses.
 - The salary line is not updated due to quarantine for COVID-19.
 - The processing from Baker & Taylor has not been finalized yet. The Library is not making book orders until the specs and pricing are finalized.
- **BUILDING REPORT**

Discussed:

 - Drawings of the building remodel were sent out. There is no final word on the roofing situation yet.
 - The tile situation has been inspected. Moisture has been causing the tiles to separate from the foundation. The next step is to draw core samples to determine if there is moisture in the slab.
 - Pending Council approval, the bond project should go to bid in late December. Construction may begin in February.
 - Rerat and Anderson met with City officials to discuss how to house and display the "Painted Pony" donated to the City. An addition - outside the scope of the bond project - may be recommended.
- **TECHNOLOGY REPORT**

Discussed:

 - All 9 new computers are now on the floor.
 - New computer lab staff is getting situated and will begin formatting the surplus computers for the city and / or public.
- **PROFESSIONAL DEVELOPMENT**

Discussed:

 - Cari's disaster planning class has wrapped up. She still has 2 classes to watch.
- **PROGRAMS**

Discussed:

 - The Library hosted 4 online programs for children in October.
- **OUTREACH.**

Discussed:

 - No report
- **STAFFING.**

Discussed:

 - The opening for the 3rd part time adult service position has closed. Interviews will begin soon.

- The part time youth services position posted today and will close December 4.
- New computer lab employees are working well and bring different strengths to their area and the team.
- All full time staff positions are filled.

8. FRIENDS OF THE LIBRARY REPORT.

- Stevens reported approximately 100 corporate fundraising letters were sent out to fund the Dolly Parton Imagination Library service they provide. As of Monday it had resulted in \$2,040, 9 corporate sponsors, and some new leads.
- There are 179 readers in the Dolly Parton Imagination Library program. 8 graduated from the program. 11 were sent welcome books.
- They are discussing the possibility of another murder mystery at the Fat Toad after it reopens in 2021.
- There will not be a December meeting.
- Funds at this time are: \$3,596 in checking, \$729 in savings, \$18 in paypal.

- **NEW BUSINESS.**

No new business.

- **ADJOURN.**

Motion was made by Wenger and seconded by Shearin. All voted yes.