

**Minutes
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, DECEMBER 17, 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 5:07 p.m. Members Present: Anderson, Melugin, Shearin, Stevens, Wenger. Others Present: Library Director Cari Rérat, Administrative Librarian Lillian Tucker, City Mayor Larry Lees.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR November 19, 2020.

Motion was made by Stevens, seconded by Shearin to approve the November 19 minutes as read. Remaining members voted yes.

3. PETITIONS FROM THE AUDIENCE. There were no petitions presented.

4. POSSIBLE EXECUTIVE SESSION PURSUANT TO THE OKLAHOMA OPEN MEETING ACT FOR THE PURPOSE OF DISCUSSING THE EMPLOYMENT, HIRING, APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING, OR RESIGNATION OF:

a. Cari Rérat (25 O.S. 307 (B) (1)).

Motion to hold an executive session was made by Wenger, seconded by Melugin.

Remaining members voted yes. Executive session was held and evaluation completed.

5. CONSIDER RESUMING REGULAR SESSION.

Motion was made by Wenger, seconded by Melugin. Remaining members voted yes.

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

a. CARI RÉRAT (25 O.S. 307 (B) (1)).

The Board recommends Cari Rérat continue employment in her current position.

7. DISCUSSION AND POSSIBLE ACTION TO APPROVE CLOSING THE LIBRARY ON DECEMBER 26, 2020 FOR THE CHRISTMAS HOLIDAY.

Motion was made by Stevens, seconded by Wenger. Discussed effect on staff pay. Wenger asked how it would effect staff hours and pay. When it was clarified this would not change staff hours due to being a Saturday remaining members voted yes.

8. LIBRARY DIRECTOR'S REPORT:

a. Library Statistics

■ Reviewed November Statistics:

1. 40 people registered for new library cards (19 were digital).
2. 13 new materials (books and media) were added to the collection. We are almost ready to order books from Ingram. So far the experience with Ingram has been positive. They are doing a system upgrade, so we will be doing the fiction labels in-house for the time being. This will be an opportunity to assess if we want to do them all in house. Markups from Ingram are \$.80, while those from Baker and Taylor are \$.67. We are

also ordering from Baker and Taylor to test processing and delivery times.

- a. Melugin voiced concern for the time it takes to process in house. Director expressed we have the staff at present and this will be a trial period.

3. 2,359 items (books, magazines, and media) were checked out.
4. 2,048 books, audiobooks, magazines, and videos were checked out via Overdrive, our digital library. We have purchased more in house digital materials to help decrease the wait time in Overdrive.
5. Our internet services (both wifi and physical computers) was down to 3,195 this month. It is unsure why.
 - a. Melugin asked if we were able to see age demographics for those using Wifi. Director said she does not think that's possible.
6. Our online resources (not including Overdrive) were accessed 270 times. With Genealogy being slow there has not been as much usage of Ancestry and Fold 3.
7. Genealogy staff is continuing to work on digitizing sources. Pictures are being backed up on Google and a flash drive.
8. Interlibrary loan usage was 3 this month.
9. 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.
10. Library staff answered 1,900 informational or reference questions from patrons via phone, email, social media, and in person.
11. 2,208 people entered the Library building during the 21 days we were open. This averages to 105 people per day.
12. Literacy tutoring has been placed on hold due to COVID-19, but a Farsi speaker came in wanting to practice handwriting. He was provided with some material. The discussion also led to the purchasing of pocket sized Constitution booklets as a free resource for patrons.

b. Technology

- New HP computers installed for all staff stations are doing well.
- Lab staff will begin formatting the old staff computers to replace aging public computers.

c. Professional Development

- Staff members are watching webinars and finding other training as time allows.

d. Programming

- The Library hosted 2 online programs for children in October.
- Discussions have begun about 2021's Summer Reading Program.

e. Outreach

- The Library purchased an Evergreen wreath for Nathaniel Pryor's gravesite.

f. Building

- Mayor Lees provided an update. Contract bids will contain the schedule for construction. Initially, Mayor Lees and Director Rérat will have weekly meetings with Bryan Miles of CMS Willowbrook. At present, it is not certain when demolition will begin. Construction is likely to begin in March or April. The bid structures will include all plans. The current paperwork is only an estimate. It is anticipated the actual bids will come in under estimate.

- Question from board: How will bidders consider the roof? Mayor Lees said there will be two ways. Some will bid with the pitched roof while others will include it as an alternate with the base bid.
- Director Rérat clarified the price of the roof shown on TPO paperwork is not correct. It combines the cost of the retrofit and replacement, but both will not be completed as they are alternate approaches.
- Director Rérat informed the board on December 16 a hole was drilled into the slab to investigate the problems causing the shifting tile. The drill revealed 2 feet of slab, then 10 inches of nothing and a rubble-filled basement. There were to be three holes drilled, but the others were not able to be completed that day due to the site not being prepared.

g. Budget

- Reviewed October's expenses.

h. Staffing

- Discussed

9. FRIENDS OF THE LIBRARY REPORT.

- a. Stevens reported no new corporate sponsors for the Dolly Parton Imagination Library service. Funds at this time are: \$5,548.68 in checking, \$357.39 in savings.
- b. Anderson informed those present that the Dolly Parton Imagination Library program costs \$25 / year for each participant. Friends of the Library spends approximately \$360 / month for the service.

10. NEW BUSINESS.

No new business

11. ADJOURN.

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