

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, January 28, 2021 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 DECEMBER 17, 2020.

Motion was made by Stevens, second by Melugin to approve the December 28 minutes with the corrected spelling of Wenger's last name and changing "remaining" to "all" in item 7. All voted yes.

3. PETITIONS FROM THE AUDIENCE.

There were no petitions presented.

4. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

● **Reviewed December's Statistics:**

1. 20 people registered for new library cards (9 were digital).
2. The Library added 36 items (books and media) to the collection. There were several donations which will be processed. Things are moving forward with Ingram and Baker and Taylor.
3. 2,255 items (books, magazines, and media) were checked out.
4. 1,982 books, audiobooks, magazines, and videos were checked out via Overdrive, our digital library, which has increased over last year. We are still purchasing library copies to alleviate waiting times. Due to changes in the publishing realm several new magazines have been added to Overdrive. They are included in our cost for this year, but may be too expensive for the consortium to renew.
5. Our internet services (both wifi and physical computers) were used 3,365 times, which is a slight decline. There are more people asking for help with the vaccine portal this month. We are working with the health department to enroll people.
6. Our online resources (not including Overdrive) were accessed 211 times.
7. 4 books were borrowed from ILL, but we did not loan any. The state has waived requirements for ILL loans due to COVID, so we are not required to have 100 books borrowed this year.
8. 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.
9. Library staff answered 1,593 informational or reference questions from patrons via phone, email, social media, and in person.

10. 2,028 people entered the Library building during the 20 days we were open. This averages to 101 people per day.

b. BUDGET

Reviewed December's expenses

- Internet usage through OneNet will be renewed soon. 80% is funded by the federal government and 20% by state.
- Erate has category 2 funding open. It will be applied for and can be used to upgrade our network equipment. It became apparent last month we are in need of a new router which is around \$1500. The grant would also go toward moving equipment to the new server closet during construction.
- Book purchases only reflect from Amazon at this time. Regular orders should be placed soon.

c. BUILDING REPORT

Discussed:

- The bond project is advancing. Demo bids have been approved. Library demo will be scheduled as needed throughout the project. Bids came in under budget.
- Construction should be out to bid now.
- The roof will be in the construction as an alternate.
- The disaster plan is nearing completion. Director Rerat hopes to present it next month.
- More core samples were taken in the library's yard, but otherwise nothing to report on the basement discovery.

d. TECHNOLOGY REPORT

Discussed:

- The technology plan is 99% complete. Computer lab staff are reviewing it.
- Battery backup needed to be included in the plan. Erate funds can be used for this too.
- Chair Anderson asked if staff computers were being used by the public now. They are not ready yet.
- The library had an internet outage two days in a row, which messed up some things on OneNet's end. This was how it was discovered we need a new router.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- ODL just released their spring class schedule for library certification. All full-time staff with the exception of Cari and Jacinda should be participating.

f. PROGRAMS

- Discussed December's programming numbers
 1. The Library hosted no program for adults. Haley is currently working with two non-native speakers to possibly hold zoom tutoring in English since both have internet at home. A trivia night is planned for February.
 2. The Library hosted no program for teens.
 3. The Library hosted 4 virtual programs for children with 415 views. First chapter Fridays began.
 4. Planning has begun on summer reading.
 5. A COVID history project is in the works. Discussions have included partnering with the arts and humanities council.

g. OUTREACH.

Discussed:

- There was no outreach this month.

h. STAFFING.

Discussed:

- New staff seems to be settling into their positions.

5. FRIENDS OF THE LIBRARY REPORT.

- Stevens presented: A meeting was held Monday, January 11.
 - A senior from the local school district wrote, asking about possible scholarships which the Friends do not have.
 - Fundraising was discussed at the January 11 meeting. A raffle and partnering with cruise night when it returns were considered. Grants may be a possibility. There have been no more disbursements.
- Anderson presented: She followed up with the Mayor Foundation grant to check on the application, but they have not begun to look at applications.
 - She talked to Cherokee Nation and United Way about what needed to be done to work with them.
 - Governor Stitt made Oklahoma an Imagination Library State. If funding becomes available, the state would get billed for ½ of our total each month.
 - 1,871 books, costing approximately \$3,770, were distributed last year. The overall enrollment has increased by 10 (some students have graduated while others were added). Adair and Locust Grove are two of the highest outside of Pryor.
 - Shearin asked for clarification on if Imagination Library mails the books. Anderson confirmed that they do. The Dollywood committee picks the books and they bill us for the book and shipping.
- Stevens reported that the Friends' have \$5,176.62 in checking, \$357.50 in savings, and \$18.82 in PayPal. Funds were recently moved to pay for books.

6. NEW BUSINESS.

Discussed:

- There was no new business.

7. ADJOURN.

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