

**Minutes
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, FEBRUARY 25, 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 the meeting to order at 5:00 p.m. Members Present: Anderson, Shearin, Stevens, Wenger. Others Present: Library Director Cari Rérat and Administrative Librarian Lillian Tucker.

2. Review and possibly approve the minutes for January 28, 2021.

Motion was made by Stevens, second by Wenger to approve the January 28, 2021 minutes. 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. Library Director's Report:

a. Library Statistics

- 54 people registered for new library cards (29 were digital), increasing the number of cards applications over February 2020.
- The Library added 13 items (books and media) to the collection. The first Ingram order will be placed tomorrow, February 26.
- 2,225 items (books, magazines, and media) were checked out.
- 2,389 books, audiobooks, magazines, and videos were checked out via Overdrive, our digital library, which has increased over last year. This is the first time Overdrive has exceeded physical checkouts.
- Our internet services (both wifi and physical computers) were used 4,017 times, which is good. Physical computer usage was still low but Wifi sessions are picking up.
- Our online resources (not including Overdrive) were accessed 202 times. Ancestry saw usage this month and there has been more usage of the local history department. Anderson noted that Tumblebooks usage seems to be inconsistent.
- 3 books were borrowed from ILL, but we did not loan any.
- 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 1,559 informational or reference questions from patrons via phone, email, social media, and in person.
- 2,408 people entered the Library building during the 24 days we were open. This averages to 100 people per day. Wenger asked if the door count is always lower in January. Director Rerat explained that November usually begins a decrease in numbers through January / February.

- b. Budget
 - Reviewed January's expenses
 - The situation with the book orders has been worked out and orders will be placed beginning tomorrow. As a result the Books line of the budget will change quickly.
 - We have ordered some Summer Reading Program supplies.
 - We should have our annual State Aid grant money soon.
 - The E-rate category 2 application has been completed to help with the cost of the physical components for the internet. Bids will be accepted until March 22, a vendor will be selected, then upgrades will be solidified by March 25th.
 - The salary line is under budget, but it should not affect our State Aid grant eligibility if it remains under budget at the end of the year.
- c. Building
 - Prebid conference for construction was held yesterday. Attendance was good and participants had thoughtful questions.
 - During construction, portions of the building may need to be closed off, but the hope is to stay open unless it is completely disruptive.
 - The building did not have any issues during the extreme cold.
 - Wenger asked if the insulation rating would be improved on the roof with water pipes going in for the sprinkler system. This may need to be considered so they do not burst in the cold causing damage. Director Rerat will follow up with CMS Willowbrook.
- d. Technology
 - During the freeze, one of the security camera switches quit. It will be replaced tomorrow and cost about \$500 for the switch plus the service call price. The total will come from the repair and maintenance line.
- e. Professional Development
 - Lilly has submitted an application to The Association for Rural and Small Libraries' Leadership Institute which is an 18 month program. She will know in April if she is selected. The program is fully funded by ARSL.
- f. Programming
 - Lilly and Autumn have been doing some Summer Reading Planning. We are hopeful it will be able to be in person this year, but construction may interfere with some activities.
 - Haley is continuing to work with the Farsi and Ukranian patrons.
 - There was one virtual adult trivia program in February with 15 in attendance.
 - Autumn did first chapter Fridays in January with 32 in attendance online. 4 virtual storytimes had 246 views.
- g. Outreach
 - No outreach was conducted in January.
- h. Staffing
 - The staff member who tested positive for Covid has not returned to work yet. They will continue to receive pay as a result of the CARES Act. Those exposed either tested negative or completed the full quarantine before returning to work.
- 5. Friends of the Library Report.
 - Stevens presented: Senate Bill 1803, which will impact the Imagination Library, is asking for \$1 million and would eventually pay ½ of the book expenses for participants. They are supposed to have a report out July 1, 2021.
 - Imagination library has sent out 193 books and expects the number and budget for this to increase.

- Friends have \$1,910.86 in checking, \$3,464.10 in savings, and \$18.82 in PayPal.
6. New Business.
No new business.
 7. Adjourn.
Motion was made by Shearin and seconded by Stevens. All voted in favor.