

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, OCTOBER 26, 2023 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, Paul Stevens, Marty Wenger, Ivrie Shearin

1. CALL MEETING TO ORDER.

Chair, Anderson called meeting to order at 5:38 p.m. Members Present: Anderson, Melugin, Shearin, and Stevens. Others Present: Library Director Cari Rérat and Elise Kasler.

2. REVIEW AND POSSIBLY APPROVE THE MINUTES FOR SEPTEMBER 28, 2023.

Per Stevens, corrected spelling of names Kendell Smith and Lori Siever. Motion was made by Stevens, second by Shearin to approve the September 28th 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 MEETING SCHEDULE FOR 2024 CALENDAR YEAR.

Motion made by Melugin and seconded by Stevens to approve the meeting schedule for 2024. All voted yes.

5. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

● **Reviewed September's Statistics:**

1. 84 people registered for new library cards.
2. The Library added 231 items (books and media) to the collection.
3. 3,249 items (books, magazines, and media) were checked out.
4. 2,804 books, audiobooks, magazines, and videos were checked out via Overdrive/Libby, our digital library.
5. Our internet services (both wifi and physical computers) were used 12,217 times.
6. Our online resources (not including Overdrive/Libby) were accessed 640 times.
7. In September the meeting rooms were used 15 times, study rooms were used 259 times, and makerspace was used 24 times.
8. Library staff answered 6,226 informational or reference questions from patrons via phone, email, social media, and in person.

b. BUDGET

- Entire budget at 24.45% and operations budget is at 26.4%.

c. BUILDING

- Per Director Rérat, she is working on getting two more quotes for exterior lighting.

- Rérat will do a warranty walk on Monday with CMS Willowbrook and plans to include the sidewalk that floods as well as the museum windows with questionable caulking.

d. TECHNOLOGY

- Windows 10 end of life may be 2025. Director Rérat is doing research to see if changes to the technology replacement plan need revision. She suggests we may want to replace staff equipment first for security.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- Columbus day was staff training day at the library.

f. PROGRAMMING

- Youth services has designed an escape room for teams of up to four people. Teams have one hour to solve the mystery.

g. OUTREACH

Discussed:

- Library staff ran a table at Pryor Comicon and visited with 250 people.
- Cari and Mac are organizing an after school club PPL Productions where upper elementary school students can use podcast equipment for projects.

h. STAFFING

- The library is short one part-time position due to the city hiring freeze.

i. STRATEGIC PLAN

i. "Fine Free" Discussion

Per Director Rérat, she has emailed multiple other library directors regarding going fine free; other directors report improved relationships with the communities they serve after going fine free. Cari reports we may want to continue collecting money or replacements for lost or damaged materials.

ii. Newsletter Discussion

The first newsletter went out to over 400 people, only 4 have unsubscribed. The newsletter will go out near the end of each month.

6. FRIENDS OF THE LIBRARY REPORT.

- Participated in the Main Street Huckleberry days event and had more sign-ups for Imagination Library.
- The new donation brochure will be sent out soon.
- For October, 680 books and 44 welcome books were sent out. 14 children graduated. The cost was approximately \$530 to mail the books out.
- Have \$3,642.86 in checking.
- Paid \$360 in taxes.
- Friends of the library continue to discuss and plan fundraising ideas and events.

7. NEW BUSINESS.

Discussed:

- No new business

8. ADJOURN.

Motion was made by Melugin and seconded by Shearin at 6:15 PM. All voted yes.