

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, DECEMBER 29, 2022 AT 5:00 P.M.**

The Pryor Public Library Board met in special 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.

Anderson called meeting to order at 5:00 p.m. Members Present: Anderson, Melugin, Shearin, Stevens, Wenger. Others Present: Library Director Cari Rérat, Administrative Librarian Elise Kasler, library staff members Autumn Courtney, Jacinda Ramsey, and Eden Nofsinger. Mayor Larry Lees and Jill Sherman were also present.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR November 17, 2022.

Motion was made by Anderson, second by Shearin to approve the November 17, 2022 minutes as read. All voted yes.

3. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

- **Reviewed November Statistics (the Library was closed in November so we could move to our permanent building):**
 1. 11 people registered for new library cards. 11 were digital.
 2. The Library added 2 items (books and media) to the collection.
 3. 13 items (books, magazines, and media) were checked out.
 4. 2,272 books, audiobooks, magazines, and videos were checked out via Overdrive, our digital library.
 5. Our internet services (both wifi and physical computers) were used 2,724 times.
 6. Our online resources (not including Overdrive) were accessed 550 times.
 7. There were no ILL items processed in November.

b. BUDGET

- Reviewed November's expenses. Per Director Rérat we are under budget at 18.83% with over 33% of the year elapsed.
- Costs (approximately \$6,000) for moving back to the library came out of Repair and Maintenance.
- Rérat asked the Budget Committee to approve the purchase of motion detectors for the security system and was denied. Budget Committee was uncomfortable overspending the Repair and Maintenance budget.

c. BUILDING REPORT

Discussed:

- Director Rérat discussed the construction punch list.
 - The parking lot needs to be re-done as it is already uneven and chipping away in multiple areas.
 - Library staff still need keys made so they can better access the building.

- The fire lane curb is not painted.
- Over Christmas weekend a cap on an old hydrant in an HVAC closet burst and flooded a large portion of the library with 1-3 inches of water. Rérat mentioned she is working with an insurance adjuster and plans to reopen the library after the New Year.
 - Mayor Lees expressed appreciation to the Library staff, Board members, and volunteers for their work cleaning up and drying out the Library after the flood.

d. TECHNOLOGY REPORT

- Director Rérat mentioned that the Overdrive app is being phased out in favor of the Libby app.
- This year we have to reapply for internet through E-Rate. OneNet and Bolt will also make bids.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- Autumn Courtney traveled to OKC for a Sequoyah Award meeting. She is co-chair and goes to Sequoyah meetings on a monthly basis.

f. PROGRAMS

- January 19th is the date of the block party and it is scheduled for 5-8 PM. Graham street will be closed for food trucks.
- In January regular programming will start back up.
- STEM programming with the Industrial Park will begin.

g. OUTREACH

Discussed:

- Nothing new to report.

h. STAFFING

Discussed:

- One part-time position for the computer lab is available.

i. STRATEGIC PLANNING

- Per Rérat, she has started reaching out to other libraries regarding the creation of a county system. This will stabilize funding and get 5 libraries taken off their respective city budget.

4. FRIENDS OF THE LIBRARY REPORT.

- Stevens reported that Dec. 1st was the date of their latest regular meeting. They plan to send out corporate letters to ask for donations. Recent donations include \$1200 from the Lyons club, \$110 from Network for Good, \$500 from Cherokee Nation, \$1,000 from TTC, and \$5,000 from Cathy Webster.
- Friends of the Library have \$1335.25 in checking, \$2015.25 in savings, and \$18.82 in PayPal. Paid approximately \$300 in taxes.
- 351 books were sent out through the Imagination Library program. Per Anderson, the next batch of books to be sent out totals 415. Anderson also mentioned possibly donating or trying to sell a collection of dolls to put towards the Friends group.
- Stevens discussed how the Friends group is still selling tote bags, and mentioned the idea of opening a gift shop in the library to help raise funds.

5. ADJOURN.

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