

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, JANUARY 25, 2024 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 5:39 p.m. Members Present: Anderson, Shearin, Wenger, and Stevens. Others Present: Library Director Cari Rérat, Elise Kasler and mayor Zac Doyle.

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

Motion made by Anderson, second by Shearin to approve the December 28th, 2023 minutes. All voted yes.

3. PETITIONS FROM THE AUDIENCE.

(Library Board reserves the right to limit presentations to 5 minutes)

Mayor Zac Doyle reports he has been successful in receiving a \$10,000 sponsorship grant from Google for new technology for city employees. There are plans to obtain new chromebooks and peripherals. He also reports that informational booklets are being prepared and requests that these new materials be made available at the library.

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 Boatright Rérat (25 O.S. 307 (B) (1)).

Motion made by Shearin, seconded by Wenger to discuss the employment of Director Rérat.

5. CONSIDER RESUMING REGULAR SESSION.

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

- a. Cari Boatright Rérat (25 O.S. 307 (B) (1)).

Motion made by Wenger to continue the employment of Director Cari Rérat, seconded by Stevens, all voted in favor.

7. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

• Reviewed December's Statistics:

1. 32 people registered for new library cards.
2. The Library added 215 items (books and media) to the collection.
3. 2,090 items (books, magazines, and media) were checked out.
4. 2,427 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 7,965 times.
6. Our online resources (not including Overdrive/Libby) were accessed 188 times.

7. In December the meeting rooms were used 15 times, study rooms were used 222 times, and makerspace was used 8 times.
8. Library staff answered 3,730 informational or reference questions from patrons via phone, email, social media, and in person.

b. BUDGET

- Entire budget is at 46.39% and the operations budget is at 40.96%.
- Director Rérat adds that city staff are still trying to work through some issues with Caselle; currently, library staff do not have Caselle access to generate financial reports concerning the library's budget.

c. BUILDING

- Meeting rooms and makerspace are currently being locked when not reserved or in use in order for staff to better track statistics.
- Haley P., Jacinda R., and Elise K. are working together on developing policies, procedures and signage for the makerspace.
- Director Rérat reports that someone has been going into the new bathrooms on the west side of the building and moving ceiling tiles, leaving black marks on the walls, and possibly standing on the sink countertops. She is confident staff have discovered which patron is responsible and she is managing the situation (also police are aware of the situation as they helped check for persons/paraphernalia above the ceiling tiles) . Additionally, there is security camera footage outside the bathrooms. Mayor Zac Doyle suggests that motion sensors be set up at the west side of the building to alert staff to patron movements in the hallway if needed.
- Director Rérat reports a male patron has been banned from the library for 60 days due to bad behavior.

d. TECHNOLOGY

- Two wall mounted TV monitors have been installed, one in youth services and one in adult services. These will provide digital signage to library patrons related to upcoming programs, summer reading program news and events, and other library news and updates. Library staff are very thankful for the Pryor Fire department who did the heavy lifting and installed the monitors.
- Per Director Rérat, tomorrow or early next week will begin the process of getting E-Rate submitted to get OneNet brought back. OneNet is still used for the library's content and virtual servers.

e. PROFESSIONAL DEVELOPMENT

- The library will host a Demco book repair workshop on Feb. 5th. Supplies have been received from Demco, and approximately 40 people, including library staff from other areas of Oklahoma, will be in attendance. Friends of the library will be supporting the event by providing snacks. Cari and Haley are working on "Welcome to Pryor" maps that will be provided to those in attendance.

f. PROGRAMMING

- Cari will be involved with Mayes County Lead group. The fire department and emergency management will be speakers as well as Pryor police and Cherokee marshals. Lori Fulbright will be in attendance to discuss how to avoid scams.
- Director Rérat reports that Feb. 8th is the political forum with the Friends Group and the Chamber of Commerce
- Cari is working with the Friends Group to put together an "Author Roundup" fundraiser that will host local authors to sell their works to attendees.

g. OUTREACH

Nothing new to report.

h. STAFFING

- The library is still short one part-time position.

i. STRATEGIC PLAN

- Director Rérat reports that in 2024 the board bylaws will need to be reviewed.

6. FRIENDS OF THE LIBRARY REPORT.

- Held their meeting on Jan. 4th.
- Dolly Day was on Jan. 19th. Friends spent \$120 on a half page newspaper ad in The Paper to promote the day.
- Friends will be present at multiple local events, including the Demco book repair workshop, political forum, and author round-up.
- Anderson is working on obtaining promotional magnets and window clings.
- Director Rérat is working on getting name tags made for Friends of the library.
- Friends have been working on a fundraiser idea of setting up a scavenger hunt; Susan Rice will be helping with this.
- Google grants available in the near future, the Friends are trying to get more information.
- Savings account has \$9,483.71, PayPal \$20, checking \$6,747.86
- Imagination Library: 801 books have been sent out, 11 graduated, and 74 new sign-ups. Mailing fees for books were \$894.79.
- 3,176 books were sent out last year, at a cost of \$4,380.

7. NEW BUSINESS.

- No new business

8. ADJOURN.

Motion was made by Wenger and seconded by Shearin at 6:30 PM. All voted yes.