

**MINUTES  
LIBRARY BOARD  
REGULAR MEETING  
CITY OF PRYOR CREEK, OK  
THURSDAY, DECEMBER 28, 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 5:10 p.m. Members Present: Anderson, Melugin, Shearin, Wenger, and Stevens. Others Present: Library Director Cari Rérat, Elise Kasler and mayor Zac Doyle.

**2. REVIEW AND POSSIBLY APPROVE THE MINUTES FOR NOVEMBER 16, 2023.**

Motion made by Wenger, second by Melugin to approve the November 16th minutes. All voted yes.

**3. PETITIONS FROM THE AUDIENCE.**

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

Mayor Zac Doyle has plans for each department to present and share to the public any positive news, department changes, statistics, acquired grants, etc. He plans for these communications to take place twice a year. He reports that so far this has been well received by the public and that this information will be presented at council meetings by him, as well as posted to social media with hardcopies available to anyone interested.

**4. DISCUSSION AND POSSIBLE ACTION TO APPROVE NEW DESIGN AND WORDING FOR LIBRARY ACCOUNT APPLICATION FORMS.**

Motion made by Anderson, seconded by Shearin to approve the new design and wording for library account application forms. All voted yes.

**5. LIBRARY DIRECTOR'S REPORT:**

**a. LIBRARY STATISTICS**

● **Reviewed November's Statistics:**

1. 55 people registered for new library cards.
2. The Library added 180 items (books and media) to the collection.
3. 2,529 items (books, magazines, and media) were checked out.
4. 2,490 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 12,570 times.
6. Our online resources (not including Overdrive/Libby) were accessed 136 times.
7. In November the meeting rooms were used 18 times, study rooms were used 298 times, and makerspace was used 23 times.
8. Library staff answered 3,761 informational or reference questions from patrons via phone, email, social media, and in person.

**b. BUDGET**

- Entire budget at 34.87% and operations budget is at 35.27%.

**c. BUILDING**

- Heaters were not heating. Workers determined that when the building had a previous gas leak, responders turned off all the gas via the exterior valves and it was never turned back on. Turning it back on fixed the problem in the new HVAC units. The two old units in youth services were not getting enough gas pressure to kick on. Plumbers replaced the regulator on the outside of the building, all is fixed.
- The sink in the old staff bathroom is leaking, repairs should not cost more than \$500 per estimate.
- The library received an art donation from Cathy Webster. It is a bronze sculpture titled "Emergence" by Don Webster.

**d. TECHNOLOGY**

- 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**

- Nothing new to report.

**f. PROGRAMMING**

- Nothing new to report.

**g. OUTREACH**

Discussed:

- The after school program has ended. One joint podcast was recorded in the final meeting. Autumn may start this program back up in February.
- The Chamber reached out to do the candidate forum with the Friends of the Library. The plan is to hold this at the library in the meeting rooms instead of the Graham community building.

**h. STAFFING**

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

**i. STRATEGIC PLAN**

- Director Rérat reports that she is waiting to hear back from staff at the other libraries regarding discussions on a plan to create a county library system.

**6. FRIENDS OF THE LIBRARY REPORT.**

- Held their meeting on Dec. 6th.
- Received a \$10,000 platinum donation from MidAmerica.
- FOLIO has \$1,000 scholarship available until Dec. 31st for library employees.
- Continue developing informational brochures and sent out 90 to possible donors.
- Any donors will be recognized in The Paper, the PIP, and Facebook.
- Dolly Day is Jan. 19th, there will be an ad for this in The Paper.
- Anderson has plans to get new promotional materials (window clings).
- Stevens reports that local author events may be organized.
- Friends have been working on a fundraiser idea of setting up a scavenger hunt.
- Google grants available in the near future, the Friends are trying to get more information.
- Savings account has \$3,377.65, PayPal \$20, checking \$4,147.86
- Imagination Library: 735 books have been sent out, 7 graduated, and 53 new sign-ups. Mailing fees for books were approximately \$500.

**7. NEW BUSINESS.**

- No new business

**8. ADJOURN.**

Motion was made by Shearin and seconded by Melugin at 6:00 PM. All voted yes.