

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, APRIL 27, 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, Ivrie Shearin, Paul Stevens, Marty Wenger

1. CALL MEETING TO ORDER.

Chair, Anderson called meeting to order at 5:05 p.m. Members Present: Wenger, Stevens, Shearin, Anderson, Melugin. Others Present: Library Director Cari Rérat and Elise Kasler.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR MARCH 23, 2023.

Motion was made by Melugin, second by Shearin to approve the March 23rd minutes as read. 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

● **Reviewed March's Statistics:**

1. 114 people registered for new library cards.
2. The Library added 202 items (books and media) to the collection.
3. 3,076 items (books, magazines, and media) were checked out.
4. 2,474 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 7,210 times.
6. Our online resources (not including Overdrive/Libby) were accessed 83 times.
7. In March the meeting rooms were used 5 times, makerspace 6 times, and study rooms were used 174 times.
8. Library staff answered 3,757 informational or reference questions from patrons via phone, email, social media, and in person.

b. BUDGET

- Reviewed March's expenses:
- 73% of our operations budget and 69% of the whole budget has been spent.
- Budget freeze continues until the end of the fiscal year. Currently, money is only being spent on necessities and patron requests.

c. BUILDING REPORT

Discussed:

- Outdoor canopy lights have been replaced.
- Per Cari, the outdoor concrete steps need to be painted to reduce the risk of people tripping and falling.

d. TECHNOLOGY REPORT

Discussed:

i. DISCUSSION ABOUT WIFI HOTSPOTS

OSU has offered to send the library 6-7 hotspots to lend to patrons for one week at a time. The hotspots have unlimited data. Anyone who checks out a hotspot will fill out a simple survey that library staff will send back to OSU. The devices should be delivered by next week. Eventually the cost would be approximately \$180 per device per year.

- E-Rate category 2 project completed. New switches and wifi access points are installed.
- A trench was dug outside the library this week in order to bring back FIT access.
- OneNet pricing will not change (OneNet is still used on virtual machines & internet content filtering).
- Trial period for the four Gale online resources has ended and director Rerat plans to continue use of these as the cost is half of what is paid for Learning Express.
- Door counters have been installed but do not seem to be accurate. Rerat continues working on this to resolve the issue.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- Staff have continued their education through Niche Academy online. Spring classes have begun.

f. PROGRAMS

- Discussed March's programming numbers:
 1. The Library hosted 9 programs for adults with 38 in attendance.
 2. The Library hosted 2 programs for teens with 17 in attendance.
 3. The Library hosted 7 programs for children with 146 in attendance.
- The library hosted an author visit for Ginny Myers Sain.

g. OUTREACH.

Discussed:

- Multiple classes have visited the library to use the makerspace for school projects.

h. STAFFING.

Discussed:

- There was nothing new to discuss.

i. STRATEGIC PLAN.

- Staff are updating the technology plan and policy manual.

5. DISCUSSION AND POSSIBLE ACTION TO APPROVE UPDATED MEETING ROOM POLICY

- Discussed Rerat's updated meeting room policy. Motion to adopt new policy made by Stevens, second by Wenger. All voted yes.

6. DISCUSSION AND POSSIBLE ACTION TO APPROVE NEW STUDY ROOM POLICY

- Discussed Rerat's updated study room policy. Motion to adopt new policy made by Melugin, second by Shearin. All voted yes.

7. FRIENDS OF THE LIBRARY REPORT.

- Held their meeting April 6th.
- Assisted with the spring carnival and had a table there.
- Continuing to work on getting more donations, Friends expect to need approximately \$6,000 for next year to cover Imagination Library costs.
- Collection of dolls has been donated.
- Hotel tax application is a work in progress.

- Friends are working with the Locust Grove library regarding donations for the Imagination Library.
- Imagination Library sent out approximately 479 books, had 20 graduates, and for the month of April had 577 children in the program.
- Per Stevens, Friends of the library have \$5,109.79 in checking, \$5,032 in savings, and \$18.82 in PayPal.

8. NEW BUSINESS.

Discussed:

- Director Rerat was interviewed by Channel 2 News regarding the anniversary of the tornado that hit Pryor on April 27th, 1942 and the new monument that was installed.

9. ADJOURN.

Motion was made by Melugin and seconded by Wenger at 5:45 P.M. All voted yes.

Hotspot Lending Policy

The hotspot lending program is a free service that allows Library cardholders to check out a hotspot device and connect to the internet from almost anywhere.

A hotspot is a small device you can use to connect a wireless enabled device, such as a laptop, smartphone or tablet, to the internet. Hotspots are portable, so you can connect your device to the internet almost anywhere you are, like at home, on the road, or around town. The hotspot device works anywhere a T-Mobile signal is available.

The hotspots can be connected to up to 10 devices at once (phones, tablets, laptops).

They connect to 4G LTE (high-speed) service, with unlimited data use.

Hotspot kit checkout guidelines:

- Have a current library card in good standing
- Age 18+
- One-week checkout period, renewable one time as long as no one is on hold/wait list for the device.
- Borrowers are limited to one device at a time
- Borrowers can be placed on hold/wait list for the next available device.
 - Due to high demand, once the borrower is notified that the hotspot is ready, the device needs to be picked up within 48 hours before the hold is canceled
- After the checkout period, devices will turn off and will need to be checked back in to resume connectivity
- Upon returning the device, borrowers will be asked to complete a survey. This helps the Library expand technology lending services.

What comes in the kit:

- 1 T10 Franklin Mobile Hotspot
- Franklin Charger
- Welcome Start Guide
- T10 Mobile Hotspot Information Guide
- Copy of this policy

Lost or Damaged Hotspots

Lost or stolen hotspots will result in a non-negotiable \$65 replacement fee and suspension of all Library card privileges until the fee is paid or the device is returned in working order.

Lost chargers will result in a \$10 fee.

Damages to hotspots will be assessed on a case-by-case basis according to the Library's "Lost or Damaged Material" policy.

Proposed