

**MINUTES  
LIBRARY BOARD  
REGULAR MEETING  
CITY OF PRYOR CREEK, OK  
THURSDAY, AUGUST 24, 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 5:25 p.m. Members Present: Anderson, Shearin, Stevens, and Wenger. Others Present: Library Director Cari Rérat and Elise Kasler.

**2. REVIEW AND POSSIBLY APPROVE MINUTES FOR AUGUST 3, 2023.**

Motion was made by Shearin, second by Stevens to approve the August 3rd 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. 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 Rérat (25 O.S. 307 (B) (1)).**

Motion to discuss the employment of library director Cari Rérat made by Wenger and seconded by Shearin. All voted yes.

**5. CONSIDER RESUMING REGULAR SESSION.**

Motion made by Wenger and seconded by Stevens. All voted yes.

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

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

Motion for Cari Rérat to continue employment at the Thomas J. Harrison Pryor Public Library made by Wenger and seconded by Shearin. All voted yes.

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

**a. LIBRARY STATISTICS**

**• Reviewed July's Statistics:**

1. 90 people registered for new library cards.
2. The Library added 57 items (books and media) to the collection.
3. 3,415 items (books, magazines, and media) were checked out.
4. 2,557 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 4,040 times.
6. Our online resources (not including Overdrive/Libby) were accessed 342 times.

7. In July the meeting rooms were used 10 times and study rooms were used 187 times.
8. Library staff answered 5,520 informational or reference questions from patrons via phone, email, social media, and in person.

**b. BUDGET**

- Per Director Rérat, the library did not have its budget decreased this fiscal year and had an increase in operations and utilities budgets.
- 7.47% of the entire budget spent thus far

**c. BUILDING REPORT**

- Mechanical room 105 floor drain backed up causing water to pool, which seeped under the wall and soaking the carpet of study room #4. Repairs to the mechanical room have begun. Once the room is dry, repairs of the study room will begin. Because we are still within warranty of the construction project, CMS Willowbrook is coordinating and paying for all work.
- Rérat discovered a leak under the water heater in mechanical room 117. This has been resolved.
- The museum may need more weather stripping on the emergency exit door to prevent water from coming into the building.
- Piping for A/C unit #8 (in the museum) was not properly insulated at construction. Condensation is dripping onto the ceiling tiles in the makerspace. CMS Willowbrook will address this issue as well.

**d. TECHNOLOGY REPORT**

- Director Rérat reports that the library has a \$5,000 grant to be used towards technology.
- The two new all in one self checkout computers have been set up for patron use. The two old self checkout computers will be surplus.
- Rérat has plans to replace the oldest computer in local history. When this computer is replaced we may have to retire a microfilm reader because some of its hardware is retired technology and not easily replaceable. Wenger is researching some of this technology to see if he can find replacement parts.
- Staff unsure if door counters are working properly and continue to test the counters.

**e. PROFESSIONAL DEVELOPMENT**

Discussed:

- Library staff are signing up for ODL certification classes as needed.
- Director Rérat interviewed today for the Mayes Co. Lead organized by the Chamber.
- Library staff attended Narcan training on Aug. 23rd in preparation for a Narcan and fentanyl test strip vending machine being installed upon City Council approval

**f. PROGRAMMING**

- Youth services story times and teen nights will resume in September.

**g. OUTREACH**

Discussed:

- Autumn C. will be attending Back to School Night in Osage
- Rérat reports that the Friends of the Library have donated \$250 towards the purchase of promotional materials for the library.
- Cycling club Sept. 18-19th will tour town with 3-5th graders.

- In Nov.-Dec., the library will host an after school club that will write a story or podcast and use library podcast equipment to record their story.

**h. STAFFING**

- Still in a hiring freeze.
- Autumn C. received the Outstanding Worksite award through the Cherokee Nation.

**i. STRATEGIC PLAN**

- Director Rérat reports that she is working on an emergency plan that includes a bomb threat plan. She has reached out to other city officials for input.
- Rérat states, due to extremely high demand, we may need to update library policy regarding use and reservation of the study rooms.

**5. FRIENDS OF THE LIBRARY REPORT.**

- Held their regular meeting on Aug. 6th.
- Friends have completed their tri-fold brochure and are preparing to mail them out soon to local businesses. The brochures show how Imagination Library works and requests donations.
- Per Stevens, taxes have been sent in.
- The friends of the library sent emails to their state legislators to encourage support of local libraries.
- The Lions club donated \$900 for 3 quarters.
- Pryor Comicon is Oct. 14th and Friends and the library will have a table there.
- Friends may attend the Sept. 21st Huckleberry days event and will have a table at the Dec. 9th Christmas parade.
- Susan Rice wrote an article for FOLIO promoting Imagination Library.
- Friends have \$18.82 in PayPal, \$4,582.36 in checking, and \$4,025.44 in savings.
- Friends donated \$250 to the library for promotional materials.
- Friends fundraising goal is \$695 per month, or \$1.25 per book.
- Fundraising ideas from the Friends: Fat Toad and a barn party.
- 652 books were sent out in August and there were 12 graduations.

**6. NEW BUSINESS.**

Discussed:

- No new business

**7. ADJOURN.**

Motion was made by Stevens and seconded by Wenger at 6:42 PM. All voted yes.