

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, SEPTEMBER 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, Wenger called meeting to order at 5:27 p.m. Members Present: Melugin, Shearin, Stevens, and Wenger. Others Present: Library Director Cari Rérat and Elise Kasler.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR AUGUST 24, 2023.

Motion was made by Wenger, second by Shearin to approve the August 24th minutes as corrected. 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 August's Statistics:**

1. 102 people registered for new library cards.
2. The Library added 77 items (books and media) to the collection.
3. 2,904 items (books, magazines, and media) were checked out.
4. 2,616 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 11,153 times.
6. Our online resources (not including Overdrive/Libby) were accessed 689 times.
7. In August the meeting rooms were used 12 times and study rooms were used 343 times.
8. Library staff answered 7,220 informational or reference questions from patrons via phone, email, social media, and in person.

b. BUDGET

- i. Discussion about interest in and feasibility of going "fine free" for overdue materials

Director Rérat introduced the idea of making the library either partially or completely fine free. Fines for overdue materials negatively impact lower income families and tend to intimidate patrons. Other libraries have shown positive results by reducing or eliminating fines for overdue materials.

c. BUILDING

- The condensation line for the HVAC unit in mechanical room 105 was routed to drain outside the building. This should prevent any further water leaking into study room #4, Director R erat will be reaching out to CMS Willowbrook for further repairs.
- Director R erat is checking mechanical rooms in the building during her monthly safety walks.
- The weather stripping has been installed at the emergency exits and the pipes from HVAC unit #8 that were dripping condensation onto the ceiling tiles in the makerspace have been insulated.
- A mechanical closet in youth services was discovered to have 1-2 inches of standing water and a fallen gas pipe. The fire department and MUB were contacted to find the leak and shut off the gas to the building. S&J plumbing fixed the clogged floor drain and the gas leak.
- Sinks leaking in the old bathrooms have also been fixed.
- When the toilets in the new bathrooms are flushed, there have been hammering sounds. Pipes may need to be secured in this area.
- Caulking around the windows in the museum room may need to be redone.
- Director R erat is getting quotes for the library sign and will be reaching out to Endex for motion detectors and L&M furnishing for new large print shelving.

d. TECHNOLOGY

- Received a \$5,000 grant and have purchased 5 desktop computers with peripherals for youth services and local history.
- Staff continue to monitor door count statistics for accuracy.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- Library staff are signing up for ODL certification classes as needed.
- Staff training day is Oct. 9th.
- CPR certification fell through for staff training day; director R erat is trying to schedule this for a different day as well as additional de-escalation training.

f. PROGRAMMING

- Youth services story times and teen nights have resumed.

g. OUTREACH

Discussed:

- On Oct. 4th the library will be hosting a meeting for ODL.
- On Oct. 3rd, director R erat will be meeting with staff at the Salina public library to discuss the creation of a county library system.

h. STAFFING

- The library is short one part-time position due to the city budget freeze.

i. STRATEGIC PLAN

- The new bomb threat information collecting sheet has been created and placed by each phone.

5. FRIENDS OF THE LIBRARY REPORT.

- Held their regular meeting on Sept. 7th.
- Have approximately \$4,000 in both checking and savings accounts, as well as \$18.82 in PayPal.
- Lora Siever and Kendall Smith accepted board positions and Annie Earley resigned.
- Pryor Comicon is Oct. 14th; Friends and the library will share a table there.

- Friends will be participating in the Oct. 19th Halloweentown event.
- Friends of the library attended the Main Street Huckleberry days event.
- Friends fundraising goal is \$695 per month, or \$1.25 per book.
- 38 welcome books were sent out in August and there are approximately 700 children enrolled in the program.
- 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 Melugin and seconded by Shearin at 6:15 PM. All voted yes.

CITY OF PRYOR CREEK, OKLAHOMA
LIBRARY BOARD
SCHEDULE OF REGULAR MEETINGS FOR
2024

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE PRYOR CREEK **LIBRARY BOARD** WILL MEET IN REGULAR SESSION THE 4TH THURSDAY EACH MONTH AT 5:00 P.M. ON THE DATES INDICATED BELOW. MEETINGS WILL BE HELD IN THE MEETING ROOM OF THE PRYOR PUBLIC LIBRARY, 505 EAST GRAHAM STREET, PRYOR CREEK, OKLAHOMA ON THE FOURTH THURSDAY OF EACH MONTH, EXCEPT AS OTHERWISE NOTED BELOW*. ANYONE NEEDING SPECIAL ACCOMMODATIONS TO ATTEND AND PARTICIPATE SHOULD CALL 918-825-0777 AT LEAST 24 HOURS PRIOR TO THE MEETING.

MEETINGS WILL BE HELD AT 5:00 P.M. ON:

January 25, 2024
February 22, 2024
March 28, 2024
April 25, 2024
May 23, 2024
June 27, 2024

July 25, 2024
August 22, 2024
September 26, 2024
October 24, 2024
November 21, 2024*
December 26, 2024

FILED AND POSTED ON THE BULLETIN BOARD ON THE FIRST FLOOR LOBBY AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA THIS ____ DAY OF DECEMBER 2023.

Courtney Davis, City Clerk