

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, JUNE 22, 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 5:06 p.m. Members Present: Wenger, Stevens, Shearin, Anderson, Melugin. Others Present: Library Director Cari Rérat, Elise Kasler, and summer intern Cleva.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR JUNE 1, 2023 SPECIAL MEETING.

Motion was made by Melugin, second by Stevens to approve the June 1st minutes as read. All in favor and voted yes except Shearin and Wenger who abstained.

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 May's Statistics:**

1. 108 people registered for new library cards.
2. The Library added 78 items (books and media) to the collection.
3. 2,946 items (books, magazines, and media) were checked out.
4. 2,436 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 8,329 times.
6. Our online resources (not including Overdrive/Libby) were accessed 122 times.
7. In May the meeting rooms were used 7 times, makerspace 2 times, and study rooms were used 130 times.
8. Library staff answered 4,043 informational or reference questions from patrons via phone, email, social media, and in person.

b. BUDGET

- Reviewed May's expenses:
- 82.84% of the whole budget has been spent.
- Budget freeze continues until the end of the fiscal year. Per Director Rerat, we do not have next year's budget details yet.

c. BUILDING

Discussed:

- Museum window to the south vestibule will be caulked to get rid of the old exterior caulking.

- Doors throughout the library (including the main entryway) may need repair in order to prevent water from leaking into the building.
- The building has been making strange metallic noises, possibly the metal construction expanding and settling. There have been no observed signs of animal or human activity above the ceiling.

d. TECHNOLOGY

Discussed:

- The city has switched over to a new timekeeping system.
- Per Director Rerat, by next week the library will have switched from OneNet to Fiber Interactive Technologies (FIT).
- Door counters have been reinstalled.

e. PROFESSIONAL DEVELOPMENT

Discussed:

i. LIBRARIAN CERTIFICATIONS

- Elise has received her level III ODL certificate.

f. PROGRAMMING

- Discussed May's programming numbers:
 1. The Library hosted 13 programs for adults with 215 in attendance.
 2. The Library hosted 2 programs for children with 13 in attendance.

g. OUTREACH

Discussed:

- Staff member Autumn attended the Farmer's Market to promote the library.
- Rerat and Anderson attended the Mayes Co. Health Dept. fair.

i. DISCUSSION OF OUTREACH TO LEGISLATORS AT ALL LEVELS OF

GOVERNMENT

- Director Rerat will be contacting state legislators and encouraged board members to also reach out to state legislators to express community concerns regarding recent bills and public policy issues. Director Rerat plans to make postcards to mail to legislators.

h. STAFFING

Discussed:

- New part-time hire Liz started her first day June 22nd, 2023.
- Two people have been assisting staff in youth services through the Cherokee Nation's career program.

i. STRATEGIC PLAN

i. DISCUSSION AND POSSIBLE ACTION TO APPROVE TECHNOLOGY PLAN

- The technology plan details our equipment replacement schedule for the next three fiscal years.
- Director Rerat plans to research equipment costs and reports the library may need to rely on state aid for some upcoming technology purchases.
- The technology plan was reviewed and discussed. Motion to approve the technology plan made by Shearin, second by Wenger. All voted yes.

ii. REVIEW OF 22/23 PLAN ACTIVITIES

- Finished the technology plan; Director Rerat and Elise continue to update the technology plan as needed.

iii. DISCUSSION OF 23/24 PLAN ACTIVITIES

- One Strategic Plan goal is to evaluate the library becoming a certified family place library.
- Discussed future goal of evaluating community interest in a library newsletter.
- Per Director Rerat, she continues to finalize the library disaster plan and review by-laws.

5. FRIENDS OF THE LIBRARY REPORT.

- Held their regular meeting June 1st, 2023.
- Assisted with the Mayes Co. Health Dept. fair and had positive interactions with approx. 150 people.
- Anderson is designing an Imagination Library newsletter.
- Per Anderson, Locust Grove library has not yet expressed interest in contributing to the Imagination Library's goals.
- In May, Imagination Library sent out 535 books, 71 welcome books, and had 8 graduates.
- In June, the Friends sent out 570 books, 45 welcome books, and had 8 graduates.
- Per Stevens, Friends of the library have \$1,943 in checking, \$4,430.46 in savings, and \$18.82 in PayPal.

8. NEW BUSINESS.

Discussed:

- No new business to discuss.

9. ADJOURN.

Motion was made by Melugin and seconded by Shearin at 6:17 P.M. All voted yes.