

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
FRIDAY, MAY 24, 2024 AT 5:00 P.M.**

The Pryor Public Library Board met in special meeting at the Pryor Public Library temporary location, 6 N. Adair, 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: Anderson, Melugin, Shearin, Stevens, Wenger. Others Present: Library Director Cari Rérat.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR APRIL 4, 2024.

Motion was made by Stevens, second by Wenger to approve the minutes as read. All voted yes.

3. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

i. Reviewed April's Statistics:

1. 100 people registered for new library cards.
2. The Library added 104 items (books and media) to the collection.
3. 3,394 items (books, magazines, and media) were checked out.
4. 2,822 books and audiobooks were checked out via Overdrive, our ebook database.
5. Our online databases (not including Overdrive) were accessed 136 times.
6. Our meeting room was used by 418 community groups to host meetings for their respective organizations.
7. Library staff answered 7,320 informational or reference questions from patrons via phone, email, social media, and in person.
8. Our internet services (both wifi and physical computers) were used 8,100 times.
9. 5,325 people entered the Library building during the 25 days we were open. This averages to 213 people per day.

b. BUDGET

- i. Reviewed April's expenses
- ii. Rerat reported she has submitted the Library's budget request for FY 24/25 to City Hall

c. BUILDING REPORT

Discussed:

- The new AC unit #7 in the communal office area stopped working. JayCo determined the compressor had gone bad and discovered that the wiring to the unit was insufficient. They further discovered that the wiring to all of the new HVAC units is insufficient. JayCo will replace the compressor (it is under warranty) and will contact CMS Willowbrook about the wiring issue.

- The Youth Services department was rearranged to move the Teen area back into the main room. Behavior problems in the old meeting room space inspired the change. The old meeting room space will be used as a space for Youth Services programming.
- Rerat asked for and received a quote from Endex to install some new motion detectors to better cover the building additions. The quote also includes the cost to move the security panel from the main entrance to the far East entrance.
- Rerat will submit the quotes received from Bostick and 2J's to add additional lighting to the exterior of the west side of the building. The lights will match what was installed on the east side of the building during construction.
- Bostick installed new interior lights in the adult nonfiction area. They look great and make the area more accessible.

d. TECHNOLOGY REPORT

Discussed:

- Rerat will use some State Aid money to replace the Adult Computer Lab computers and other equipment per our Technology Plan.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- Rerat has asked all staff working more than 20 hrs per week on average to submit their Continuing Education credits to her so she can have an accurate report to the State.

f. PROGRAMS

- i. Discussed April's programming numbers
 1. The Library hosted 16 programs for adults with 621 in attendance.
 2. The Library hosted 2 programs for teens with 20 in attendance.
 3. The Library hosted 5 programs for children with 65 in attendance.
- ii. Staff is getting ready for this year's Summer Reading Program
- iii. The Library purchased another movie license (from Swank) that will allow us to show more movies in the building
- iv. The Library is having a contest to design our next library card. Entries will be accepted through the summer.

g. OUTREACH

Discussed:

- The Library and the Friends Group will attend the Mayes County Health Department's "Fun in the Sun" event on June 14.
- Autumn Courtney spoke to the Lion's Club this month
- Autumn is also conducting school visits
- Rerat asked for volunteers to help with the Information Forums for the Mayes County Elections

h. STAFFING

Discussed:

- The library has two new employees helping in Youth Services over the summer courtesy of the Cherokee Nation program.

i. STRATEGIC PLAN

Discussed:

- i. The Board will approve Bylaw changes at the next meeting
- ii. The current Strategic Plan ends in June 2025. Rerat will begin the process to gather information to begin building a new plan.

- iii. Rerat plans to form a committee consisting of the library directors and one board member from each of the five Mayes County libraries, plus relevant ODL representatives to begin formally discussing and planning the Mayes County Library System.

4. FRIENDS OF THE LIBRARY REPORT.

- Friends had their meeting on May 2.
- They discussed the success of the Author Roundup program
- They will attend the Fun in the Sun event with the library
- They awarded the Youth Services Department \$2,000 for Summer Reading incentives
- They will help during the Ending Celebration on July 25 from 5:30 - 7:30 PM
- Account balances:
 - Checking \$5,940.46
 - Savings \$8,715.43
- Imagination Library sent 807 books (12 welcomes and 15 graduations) for a total cost of \$661.64

5. ADJOURN.

Motion was made by Melugin and seconded by Shearin. All voted yes.