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 reading for this year's Summer Reading Program

iii. 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.

Pryor Public Library Board Bylaws

Article I
Identification

The Board of Trustees for the Thomas J Harrison Pryor Public Library, located in Pryor, Oklahoma, was established by the City of Pryor, according to the provisions of Oklahoma Statutes 11:102, 104, 105, 107 and City Ordinances 7-5-1 through 7-5-5, and exercises the powers and assumes the duties granted to it under said statutes and ordinances, Section 59 of the Charter.

Article II
Membership

Section 1. Appointments and Terms of Office. The Library Board is composed of five (5) members, appointed by the mayor with consent and confirmation of the City Council. Beginning July 1 all appointments shall be for a term of three (3) years, except appointments to fill vacancies, which appointments shall be for the unexpired term for the member who is replaced. Board member terms shall be staggered so that no more than two (2) members' terms expire in the same year. The Library Board will submit to the mayor a name once a vacancy occurs. Mayor may concur and forward to City Council for approval.

Section 2. **Meeting Attendance.** Members shall be expected to attend all meetings except as they are prevented by a valid reason. Non-attendance of a Board member for three successive meetings without due cause shall be regarded as a resignation, and it shall be the duty of the Chair to report the same to the City Council.

Article III
Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, fourth Thursday at 5:30 p.m. unless the Board directs otherwise. Dates are required to be approved by the City Council at the beginning of each calendar year.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in July of each year.

Section 3. Special Meetings. Special meetings may be called at the direction of the Library Director, chair or can be called at the request of two board members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given. An emergency meeting may be held without public notice.

Section 4. **Agendas and Notices.** Meeting agendas and notices shall be posted 24 hours in advance: they shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 5. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be made available to the public.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of three (3) members of the Board present in person.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Oklahoma's open meetings law (Title 25 Oklahoma Statutes 301-314).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article IV
Officers

Section 1. The officers shall be a chair, a vice-chair, and a secretary. The members of the Library Board shall elect one of its members as chair and one of its members as vice-chair. The Library Director or his/her designee shall be secretary. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and/or until their successors are duly elected.

Section 3. The chair shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office of chair.

Section 4. The vice-chair, in the event of the absence or disability of the chair, or of a vacancy in that office, shall assume and perform the duties and functions of the chair.

Article V
Committees

Section 1. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the chairperson, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees

shall not include more than two board members and may include staff and public representatives and/or outside experts.

Section 2. No committee shall have other than advisory powers.

Article VI
Duties of the Board of Trustees

Section 1. Responsibility for the operation of the Pryor Public Library is vested in the Board of Trustees, subject to city, state, and federal law. The Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select and recommend a qualified and competent library director to the mayor. The Board will supervise and evaluate the library director. The Board will approve job descriptions of all library positions. The Board may approve creating or dissolving staff positions contingent upon the needs of the library. The library director and other library employees can be dismissed for cause upon recommendation of the Board and the Mayor.

Section 3. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 4. The Board shall review the required annual report to the Oklahoma Department of Libraries.

Article VII
Library Director

The Board of Trustees will recommend the appointment of the library director to the mayor. The director shall be responsible to the Board and subject to the policies established by the Board. The library director shall be considered the city department head under the direction and review of the Board and Mayor. The director, as a city department head, must comply with all city/state responsibilities and requirements pertaining to library operation. The director shall act as advisor to the Board, shall attend all Board meetings (but may be excused from closed sessions), and shall have no vote. The director shall make monthly reports to the Board detailing the library's usage statistics, financial status, physical plant operation and/or maintenance, technology needs or changes, staffing needs, and all other items pertinent to the Board's duties.

Article VIII
Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Thomas J Harrison Pryor Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has any financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Section 4. Members of the Library Board serve without compensation.

Article IX
General

Section 1. Actions approved before the Board will require a quorum and majority affirmative vote by all Board members present at the time of voting.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting in which at least three (3) of the members of the Board are present and at least three (3) of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Thomas J Harrison Pryor Public Library on _____, 2024