MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, JUNE 27, 2024 AT 5:30 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 5:34 p.m. Members Present: Wenger, Stevens, Shearin, Anderson. Others Present: Library Director Cari Rérat and Elise Kasler.

2. **REVIEW AND POSSIBLY APPROVE MINUTES FOR MAY 24, 2024.**

Motion was made by Wenger and seconded by Stevens to approve the minutes of the May 24, 2024 meeting. All voted yes.

3. **PETITIONS FROM THE AUDIENCE.**

No petitions

4. **REVIEW AND POSSIBLY APPROVE CHANGES TO THE LIBRARY BOARD OF TRUSTEES BYLAWS. THE ONLY CHANGE WILL BE TO THE TIME OF THE MONTHLY BOARD MEETINGS FOUND IN ARTICLE III, SECTION 1.**

Motion was made by Shearin and seconded by Wenger to approve board meeting time change to the Library Board of Trustees Bylaws, all in favor and voted yes.

5. **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 BOATRIGHT RÉRAT (25 O.S. 307 (B) (1).

Motion made by Wenger, seconded by Shearin. All voted yes.

6. **CONSIDER RESUMING REGULAR SESSION.**

Motion made by Wenger to resume regular session, seconded by Shearin. All in favor and voted yes.

7. **POSSIBLE ACTION BASED ON EXECUTIVE SESSION CONCERNING THE EMPLOYMENT, HIRING, APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING, OR RESIGNATION OF:**
    A. CARI BOATRIGHT RÉRAT (25 O.S. 307 (B) (1).

Wenger moved to continue employment of Director Cari Rérat; Stevens seconded, all in favor voted yes.

8. **LIBRARY DIRECTOR'S REPORT:**
    a. **LIBRARY STATISTICS**
        - **Reviewed May's Statistics:**
            1. 92 people registered for new library cards.
            2. The Library added 191 items (books and media) to the collection.
            3. 3,574 items (books, magazines, and media) were checked out.
            4. 2,677 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 24,923 times.

6. Our online resources (not including Overdrive/Libby) were accessed 177 times.
7. In May the meeting rooms were used 12 times, study rooms were used 427 times, and the makerspace was used 9 times.
8. Library staff answered 7,756 informational or reference questions from patrons via phone, email, social media, and in person.

b. BUDGET

- Reviewed May's expenses: total operations budget is 77.85% and the total for the entire budget is 85.31%.
- Budget may increase by $1,000 next fiscal year.
- Per Rerat, janitorial supplies will come from our accounts and not the city accounts, which will add about $3,000 to the library budget. That $3,000 will be moved from the City's budget.

c. BUILDING

Discussed:

- Director Rérat reports that council approved Endex to move motion security cameras and approved Bostick to install/move exterior lighting.
- HVAC issues (bad wiring) have been fixed.
- Front door repair encumbered; metal plates are missing from the door frame, per Director Rérat holding payment until we know the door is completely fixed and secure.
- S & J Plumbing has been called related to the exterior water faucet.
- There is gravel filling a patch in the parking lot from drilling/line work; this will be repaved by the Street Department and billed to the contractor.

d. TECHNOLOGY

Discussed:

- The library will be switching from FIT to OneNet at the beginning of the new fiscal year.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- No report.

f. PROGRAMMING

- The library's summer reading program has over 456 registrations.
- 30 to 75 children have attended summer programming each week.

g. OUTREACH

Discussed:

- Per Director Rérat, the County election forums went well and she received good responses from attendees.
- The Cherokee Nation polling place was set up in the library meeting rooms and staff received positive responses and saw a good turnout of 50+ people.

h. STAFFING

Discussed:

- Eden will officially be leaving the library in August.

i. STRATEGIC PLAN

Discussed:

- Per Director Rérat, staff has reviewed goals and objectives for next year.
- Stretch goals for staff include: Collection Development staff will work on a spine label project and database clean-up, Adult Services staff will be focusing on the

hot spot program, Youth Services staff has plans to add another weekly children's program, and all staff will also cross-train on makerspace equipment.

9. **FRIENDS OF THE LIBRARY REPORT.**
    - Held their regular meeting June 6th, 2024.
    - Friends of the Library assisted with the candidate forums all three evenings as well as Family Fun in the Sun.
    - Per Stevens, the Friends may have a blurb in the next folio.
    - Lori is working on a Google grant for August.
    - In June, the Friends sent out 794 books, 7 welcome books, and had 17 graduates.
    - $828.18 total mailing cost for the books sent out in June.
    - Checking account has $940.46 and the savings account has $7,888.36.
10. **NEW BUSINESS.**

    Discussed:
    - Rérat and Wenger researched and discussed ideas regarding acquisition of a projector and screen for the meeting rooms, potentially a capital outlay budget request to council.
11. **ADJOURN.**

    Motion was made by Shearin and seconded by Stevens to adjourn at 6:42 p.m. All voted yes.