MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, AUGUST 22, 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 5:31 p.m. Members Present: Melugin, Wenger, Stevens, Shearin, Anderson. Others Present: Library Director Cari Rérat and library staff members Elise Kasler, Autumn Courtney, and Haley Poulos. Mayor Zac Doyle and Dell Davis from the Bluegrass and Chili Festival committee were also present.

2. **REVIEW AND POSSIBLY APPROVE THE MINUTES FOR THE SPECIAL MEETING ON JULY 25, 2024.**

Motion was made by Stevens and seconded by Anderson to approve the minutes of the July 25, 2024 meeting. All voted yes except Wenger who abstained.

3. **PETITIONS FROM THE AUDIENCE.**

No petitions.

4. **DISCUSSION AND POSSIBLE ACTION TO APPROVE CLOSING THE LIBRARY TO THE PUBLIC ON SEPTEMBER 6 & 7, 2024 TO AVOID CONFLICT WITH THE BLUEGRASS AND CHILI FESTIVAL. LIBRARY STAFF WILL WORK IN THE BUILDING OR, IF APPLICABLE, WORK FROM HOME IN ORDER TO GET THEIR HOURS.**

Motion was made by Melugin and seconded by Wenger to approve closing the library to the public on Sept. 6 & 7, 2024. All voted yes.

5. **DISCUSSION AND POSSIBLE ACTION TO APPROVE ALLOWING THE BLUEGRASS & CHILI FESTIVAL TO USE THE LIBRARY'S MEETING ROOMS FROM 12:00 P.M. ON SEPTEMBER 6, 2024 UNTIL 12:00 P.M. ON SEPTEMBER 8, 2024 FOR FESTIVAL STAFF AND PERFORMERS.**

Motion made by Stevens and seconded by Shearin. All voted yes.

6. **DISCUSSION AND POSSIBLE ACTION TO APPROVE WAIVING THE $20 PER HOUR FEE FOR THE BLUEGRASS AND CHILI FESTIVAL'S USE OF THE LIBRARY'S MEETING ROOMS DURING CLOSED LIBRARY HOURS.**

Motion made by Stevens and seconded by Wenger. All voted yes.

7. **LIBRARY DIRECTOR'S REPORT:**
    a. **LIBRARY STATISTICS**
        - **Reviewed July's Statistics:**
            1. 106 people registered for new library cards.
            2. The Library added 49 items (books and media) to the collection.
            3. 3,754 items (books, magazines, and media) were checked out.
            4. 2,683 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 6,744 times.

6. Our online resources (not including Overdrive/Libby) were accessed 281 times.
7. In July the meeting rooms were used 14 times, study rooms were used 304 times, and the makerspace was used 7 times.
8. Library staff answered 12,533 informational or reference questions from patrons via phone, email, social media, and in person.

b. BUDGET

i. Discussion of City's budget status

- Director Cari Rérat and Mayor Zac Doyle discussed the city's budget adjustments being made. Doyle reports that additional budget adjustments may be made as other city department heads continue adjusting their budgets.
- Reviewed July's expenses: total operations budget is 6.29% and the total for the entire budget is 9.61%.

ii. Grant Opportunities

- Director Rérat reports on multiple grant opportunities the library might pursue.

c. BUILDING

Discussed:

- S&J Plumbing looked at the west faucet and determined no water has run from it in years. For approximately $3,000 the library could get an approved hydrant installed. The other option is to invest in a new hose and reel (need about 150 feet of hose to reach the memorial tree from the other end of the building).

d. TECHNOLOGY

Discussed:

- The library has fully transitioned from FIT to OneNet.
- Six new Dell computers are in and being set up for the adult computer lab.
- The new AWE computer is in and will be accessible in Youth Services.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- Nothing to report.

f. PROGRAMMING

i. Summer Reading Recap

- The library's 2024 Summer Reading program had 508 registrations! Of those who registered there were 95 adults, 104 teens, 207 children, and 102 babies!
- Autumn Courtney reports this year's Summer Reading program as successful and the passports were very popular. Some businesses in town that took part in the passport program reported increased sales in June and July! Autumn reports that approximately 400 prize books were given away during Summer Reading. Thank you to the Friends of the Library for their $2,000 donation for Summer Reading prizes!
- Haley Poulos reports that the adults who took part in Summer Reading say it was enjoyable and the booklets were fun and encouraged exploration and creativity. Summer programs enjoyed by the adults included making resin coasters, tai chi, a Star Wars party, and watching the movie Jaws. Prizes for the adults came from local businesses including Beggs Pharmacy, Fat Toad Brewery, the Book Exchange, and the Trippy Hippie.

g. OUTREACH

Discussed:

- Autumn will visit the middle school the second week of September.

- Cari has attended Main Street and Bluegrass Community Foundation meetings and was on the summer panel at the 2024 OK Summit.
- Arriana Derr has started her own economic development consulting firm and may get involved to talk about available resources.

h. STAFFING

i. Discussion of current staffing levels, the need to fill two of the four vacant part-time positions, and the possible need to reduce Library operating hours if City Council does not allow the Library to fill those positions.

- The library is short four part-time positions (approximately 100 hours of work time per week). Director Rérat dropped two of those positions due to budget constraints, but the other two positions need to be filled once the budget is firm.

i. STRATEGIC PLAN

Discussed:

- Per Director Rérat, she is planning and organizing meetings to work towards the formation of the Mayes County Library System.

8. FRIENDS OF THE LIBRARY REPORT.

- Held their regular meeting August 1st, 2024.
- Lori is working on a Google grant.
- In July, the Friends sent out 785 books, 3 welcome books, and had 8 graduates.
- $803.67 total mailing cost for the books sent out in July.
- Checking account has $5,940.46, PayPal has $358.97 and the savings account has $6,257.86.
- The Friends discussed plans for another murder mystery to be held at the Legion some time in January.
- Fundraising goals include a 2024 brochure to hand out to local businesses.

9. NEW BUSINESS.

Discussed:

- No new business to report.

10. ADJOURN.

Motion was made by Anderson and seconded by Melugin to adjourn at 6:44 p.m. All voted yes.