

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, NOVEMBER 21, 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.

Wenger called meeting to order at 5:36 p.m. Members Present: Wenger, Stevens, Shearin, and Melugin. Others Present: Library Director Cari Rérat, Elise Kasler, and councilman Tyler Brown.

2. REVIEW AND POSSIBLY APPROVE THE MINUTES FOR OCTOBER 24, 2024.

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

3. PETITIONS FROM THE AUDIENCE.

No petitions, but Tyler Brown reports he has joined the meeting to assess and better understand the library's budget cuts. He would like to see the library operating at normal hours again.

4. DISCUSSION AND POSSIBLE ACTION TO APPROVE LIBRARY BOARD OF TRUSTEES MEETING SCHEDULE FOR 2025.

Motion made by Stevens and seconded by Shearin to approve the Library Board of Trustees meeting schedule for 2025. All voted yes.

5. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

● **Reviewed October's Statistics:**

1. 55 people registered for new library cards.
2. The Library added 271 items (books and media) to the collection.
3. 2,717 items (books, magazines, and media) were checked out.
4. 2,720 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 9,069 times.
6. Our online resources (not including Overdrive/Libby) were accessed 898 times.
7. In October the meeting rooms were used 25 times, study rooms were used 555 times, and the makerspace was used 14 times.
8. Library staff answered 8,822 informational or reference questions from patrons via phone, email, social media, and in person.
9. Programming held in October: 15 adult, 6 teen, and 9 children's programs.

b. BUDGET

- The operations budget is 36.55% and the entire budget is at 36.86%. 42% of the budget year has elapsed.
- The severance package has already been deducted from the budget and we are under budget for staff salaries.

- Director Rérat is looking into how to write an RFP (Request for Proposal) for new A/V equipment in the meeting rooms.

c. BUILDING

Discussed:

- The security panel was replaced yesterday.
- May need to replace motion detectors to pair better with the security panel.
- MUB visited the library to check gas panels and meters; there are plans to replace all of them. The furnaces and water heater on the east end of the building are on gas.

d. TECHNOLOGY

Discussed:

- The microfilm reader software was updated with the new computer and has now lost some functionality. Cari and Elise are still working on a fix for this, but the equipment is old and may need to be replaced.

e. PROFESSIONAL DEVELOPMENT

- Staff continue to work towards completion of continuing education credits on Niche Academy and Web Junction.

f. PROGRAMMING

- The Murder Mystery fundraiser will be held Jan. 25th at the Legion. Cari is working on getting sponsors. Half the ticket proceeds go to the Imagination Library.

g. OUTREACH

Discussed:

- Autumn went to the middle school to read picture books to the students.

h. STAFFING

- Cari is working on annual reviews for staff.
- New library hours seem to be working fine.

i. STRATEGIC PLAN

Discussed:

- Director Rérat is planning another Mayes county library system meeting, as well as building surveys for a new strategic plan.

6. FRIENDS OF THE LIBRARY REPORT.

- Friends held their regular meeting Nov. 7th.
- Comicon was a success, we had 170 people visit the library's table.
- Susan Rice is working on the FOLIO for Friends.
- Jared at GRDA may be able to help with getting a Google grant sometime in March.
- Checking account has \$6,435.46, PayPal has \$358.97, and the savings account has \$5,534.10.
- Friends received \$1,750 from two donations and the donation account has \$2,495.
- Oct. 24th, 764 new books were mailed out, there were 13 graduations, and 3 welcome books sent out. Mailing cost \$687.60.
- In November, there were 756 new books mailed out, 4 welcomes, and 6 graduates, with a total mailing cost of \$818.62.

7. NEW BUSINESS.

Discussed:

- Will print one packet and agendas for future library board meetings and email the PDF file.

8. ADJOURN.

Motion was made by Melugin and seconded by Shearin to adjourn at 6:35 p.m. All voted yes.