

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, March 26, 2020 AT 5:00 P.M.**

The Pryor Public Library Board met in special meeting in the City Hall Conference Room at 12 North Rowe, 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 5:02 p.m. Members Present: Anderson, Melugin, Shearin, Stevens, Wenger. Others Present: Library Director Cari Rérat and Jacinda Ramsey. Ramsey, Melugin, and Shearin attended via video conference.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR FEBRUARY 27, 2020.

Motion was made by Stevens, second by Melugin to approve the February 27, 2020 minutes as read. All voted yes.

3. REVIEW AND POSSIBLY APPROVE MINUTES FOR March 17, 2020.

Motion was made by Shearin, second by Wenger to approve the March 17, 2020 minutes as read. All voted yes. Melugin abstained.

4. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

i. Reviewed February's Statistics:

1. 48 people registered for new library cards.
2. The Library added 333 items (books and media) to the collection.
3. 3,288 items (books, magazines, and media) were checked out.
4. 1,756 books and audiobooks were checked out via Overdrive, our ebook database.
5. Our online databases (not including Overdrive) were accessed 1,103 times.
6. Our meeting room was used by 12 community groups to host meetings for their respective organizations.
7. Library staff answered 2,263 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 6,426 times.
9. 4,463 people entered the Library building during the 23 days were were open. This averages to 194 people per day.

b. BUDGET

- Reviewed February's expenses
- Purchasing subscription to LibraryAware software to start newsletter and more easily make promotional materials.
- Signing up for Advantage program through Overdrive to purchase local copies of ebooks and other digital materials that have high number of local patron holds.

c. BUILDING REPORT

Discussed:

- Closed to the public on March 18th due to COVID-19. Most employees working for home for social distancing purposes.

d. TECHNOLOGY REPORT

Discussed:

- Using public computers for the Folding at Home program. This is a program that will help with coronavirus solutions.

e. PROFESSIONAL DEVELOPMENT

Discussed

f. PROGRAMS

- i. Discussed February's programming numbers
 1. The Library hosted 2 programs for adults with 30 in attendance.
 2. The Library hosted 1 program for teens with 11 in attendance.
 3. The Library hosted 4 programs for children with 78 in attendance.

g. OUTREACH.

Discussed:

- Books and Brews still going. Looking at a virtual meeting for April.

5. LIBRARY OPERATIONS IN THE TIME OF COVID-19

Discussed:

- Digital library cards are popular
- Use of Overdrive seems to be increasing
- Storytimes are now on Facebook
- Staff are searching for ways to serve patrons who do not have internet access

6. STAFFING.

Discussed.

7. FRIENDS OF THE LIBRARY REPORT.

- 158 children are now enrolled in the Dolly Parton Imagination Library..
- Phil Rerat is representing Friends Group on the Main Street Board.

8. ADJOURN.

Motion was made by Sherin and seconded by Stevens. All voted yes.