

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, APRIL 23, 2015 AT 4:00 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, Kathy LaValley, Donna Hatley, Jack Hardy, Paul Stevens

1) CALL MEETING TO ORDER.

Chair, Anderson called the meeting to order at 4:06 pm. Members present: Kathy LaValley, Donns Hatley and Jack Hardy. Others present: Susan Newberry, Library Director, and Mayor Tramel and Jacinda Ramsey.

2) REVIEW AND POSSIBLY APPROVE THE MINUTES FOR REGULAR MEETING, THURSDAY, MARCH 26, 2015.

Motion was made by Hardy, second by Hatley to approve the minutes of Thursday, March 26, 2015 as read. All voted yes.

3) REVIEW AND POSSIBLY APPROVE THE MINUTES FOR SPECIAL MEETING, THURSDAY, APRIL 2, 2015.

Motion was made by LaValley, seconded by Hardy to approve the special meeting minutes of April 2, 2015 as read. All voted yes.

4) PETITIONS FROM THE AUDIENCE.

(LIBRARY BOARD RESERVES THE RIGHT TO LIMIT PRESENTATIONS TO 5 MINUTES)

There were no petitions presented.

5) MAYOR'S REPORT.

Mayor Tramel recommended Chris Ball draw up specs for the library entry way, plumbing problem in the break room and update lighting to take to the Budget Committee meeting May 12, 2015. This packaged deal will be paid for using Capital Outlay money from the city.

6) LIBRARY DIRECTOR'S REPORT.

a. Library Statistics.

Reviewed.

Theft continues to be a problem. This month 73 items were stolen.

Magnetic strips used to ensure all items are checked out will cost between 30 to 40 thousand dollars. Ideas were discussed about changes to the present checkout procedure to limit theft of library items.

b. Budget.

Reviewed.

Salary portion of the budget is tight; operational is on schedule.

c. Building Report.

1. Discuss and possibly approve putting the citizenship corner in the front atrium.
Discussed.
2. Discussed the heat and air conditioning.
Discussed. Melton's has a routine maintenance check schedule. They will label the units and reference which unit on the repair bill.
3. Discuss and possibly approve covers on the lightbulbs in lieu of replacing with LED lighting.
Discussed. Jack talked to Locke's about lighting. Jacinda presented a response from David Lantrip about overhead lighting at the library. Chris Ball will include lighting in his presentation. Anderson will email Chris Ball offering Jack's information.

d. Technology Report.

1. Discuss E-rate. (USAC form 471 for Priority I and II.)
United Systems was awarded the bid for reconfiguring. Priority I has been approved at this time. Priority II has been submitted and will be approved in August so work can begin in September. The Grants pay 80% of the cost and the City of Pryor will pay the remaining 20%.
2. Discuss Google grant application project.
Discussed. Susan did not apply. The library was not ready for help with the reconfiguration.

7. FRIENDS OF THE LIBRARY.

Discussed.
Friends is working on organization and membership drive.

8. STAFF.

a. Discuss and possibly approve summer staffing solutions.

Susan will hire 2 teens, who are currently volunteering at the library, to work full time this summer.

b. Discuss and possibly approve recommendation for Mayor to increase temporary staffing budget for 2015-2016.

Discussed.
Susan was instructed to request an increase in temporary staffing for the fiscal year 2015-2016.

9. PROFESSIONAL DEVELOPMENT.

a. Discuss Marie Reist Texas Library Association Conference attendance.

Discussed.
Marie had a great conference of ideas she will share with the staff.

b. Discuss Lianne Wray and Jacinda Ramsey upcoming certification classes.

Discussed.
Susan is committed to sending Lianne and Jacinda to certification classes.

10. PROGRAMS.

a. Adult Program.

1. Discuss Literacy Program.
2. Discuss National Financial Literacy Week, April 20-25, 2015.
3. Discuss Oklahoma Law Day activities, April 30, 2015.
4. Discuss National Library Week activities, April 13-17, 2015

Discussed.

Displays in library to share information with patrons.

b. Children Programs.

1. Discuss and approve "Every Hero Has a Story" Summer 2015 Reading Program brochure.

Discussed.

Susan shared a brochure for the Summer 2015 Reading Program.

11. NEW BUSINESS.

Kendell, a part time library employee, won the state level "Letters About Literature" contest.

Her entry will go on to the National selection committee.

12. ADJOURN.

Motion was made by Hardy and seconded by Hatley to adjourn.
All voted yes.