MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, MARCH 24, 2016 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, Jack Hardy, Paul Stevens, and Jodi Troyer

1. **CALL MEETING TO ORDER.**

Chair, Anderson called meeting to order at 4:10 p.m. Members Present: Anderson, LaValley, Hardy, Stevens, Troyer. Others Present: Library Director Cari Rérat.

2. **REVIEW AND POSSIBLY APPROVE MINUTES FOR FEBRUARY 25, 2016..**

Motion was made by Stevens, second by LaValley to approve the February 25, 2016 minutes as with corrections. All voted yes.

3. **PETITIONS FROM THE AUDIENCE.**
   (Library Board reserves the right to limit presentations to 5 minutes)

There were no petitions presented.

4. **LIBRARY DIRECTOR'S REPORT:**
   a. **LIBRARY STATISTICS**
      i. **Reviewed February's Statistics:**
         1. 80 people registered for new library cards.
         2. The Library added 152 items (books and media) to the collection.
         3. 5,341 items (books, magazines, and media) were checked out.
         4. 654 books and audiobooks were checked out via Overdrive, our ebook database.
         5. Our online databases (not including Overdrive) were accessed 1,302 times.
         6. Our internet services (both wifi and physical computers) were used 4,079 times.
         7. Library staff answered 1,220 informational or reference questions from patrons via phone, email, social media, and in person.
         8. Our meeting room was used by 10 community groups to host meetings for their respective organizations.
         9. 6151 people entered the Library building during the 25 days were were open. This averages to 246 people per day.
   b. **BUDGET**
      i. Discuss and possibly approve requiring patrons to pay all fines older than three months.

         Motion made by Hardy, second by LaValley to require patrons to pay all fines older than three months in order to access library services beginning May 1, 2016. All voted yes.

      ii. Discuss and possibly approve hiring a collection agency to collect fines over $25.00 that have been outstanding for three months or longer.

Motion made by Hardy, second by Troyer to approve Library Director to explore hiring a collection agency to collect fines over $25.00 that have been outstanding for three months or longer. All voted yes.

iii. Discuss and possibly approve looking for a vendor to process credit card payments in person and online.

Motion made by Hardy, second by Stevens. All voted yes.

iv. Motion made by Hardy, second by Anderson to declare April, 2016 "Amnesty Month" and allow patron who return items listed as "lost" in the library's system and have all fines associated with those items waived.

v. Reviewed February's expenses

c. BUILDING REPORT

i. Board members toured exterior to view work that has been done on the North entrance canopy.

ii. Board members also viewed flashing that still needs to be replaced on the North side of the building. Dawson Roofing has this project on their list.

iii. Blackwell Lock & Key completed the rekeying and repair of exterior locks.

iv. Installation of the additional motion detectors and glass breaks from Tyco, our current security system provider, should begin within the next few weeks.

d. TECHNOLOGY REPORT

i. The EBSCO databases LearningExpress Library, Auto Repair Reference Center, and Small Engine Repair Reference Center should be accessible by the public upon the launch of the library's new website.

ii. The Library's new website will be available as soon as the Oklahoma Department of Libraries is able to launch it.

iii. City Council approved the Library's subscription to Mango Languages. This will be accessible by the public on the new website as well.

iv. Rerat and Kristine Charrier continue to attempt to fix the lab computers that no longer connect to the internet.

e. PROGRAMS

i. The Library will offer a summer reading program to children and teens using time spent reading as incentive criteria. The Library will also, for the first time, offer a summer reading program for adults.

ii. Discussed February's programming numbers

1. The Library hosted 2 programs for adults with 58 in attendance.
2. The Library hosted 1 programs for teens with 19 in attendance.
3. The Library hosted 5 programs for children with 91 in attendance.

5. STAFFING.

a. The Library is still in the process to fill the Librarian II, Youth Services position.

6. Discuss and possibly approve unattended child policy that states: "Children five years of age and younger must be accompanied by a responsible caregiver at all times. Children eight years of age or younger may not be left in the building without a responsible caregiver under any circumstance. The Library is not responsible for the supervision and safety of unattended children."

Motion made by Stevens, second by Troyer. All voted yes.

7. FRIENDS OF THE LIBRARY REPORT.

- Hardy reported that the Friends group will host a presentation and book signing with Terry Lamar on April 18, 2016. The Friends group will also present Lamar with the newly adopted

proclamation that April 18, 2016 is "Terry Lamar Day." The public is invited to this event. Refreshments will be served.

8. **NEW BUSINESS.**

   No new business discussed.

9. **ADJOURN.**

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