

Approved Minutes of Owatonna Public Library
Board of Trustees
Owatonna Public Library, Gainey Room
105 North Elm Avenue
Tuesday, August 20th, 2019 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, August 20th, 2019. In attendance were: President Meredith Erickson, Vice President John Pfeifer, Trustee Christy Tryhus, Secretary Trudy Severson, Trustee Karen Milan, Library Director Mark Blando and Administrative Assistant Robin Spande.

1. Call to Order.

The meeting was called to order by President Erickson at 4:30 PM.

2. Reminder of Open Meeting Law

The open meeting law applies to the board meetings.

3. Public Comments

President Erickson asked for comments. No visitors attended and no comments were presented.

4. Approve Minutes

Vice President Pfeifer moved to approve the June 2019 minutes and Trustee Tryhus seconded. All aye. The motion was approved by the Trustees.

5. Financial Reports

Library Director Blando presented the Financial Report. He stated we have approximately 42% left in the budget for the year at this time so we are right on track.

Library Director Blando stated that the security camera in the staff hallway had to be replaced. He also stated that the database Hoopla is being transferred from Foundation funding to the City Budget. Blando has reviewed the preliminary budget with City Hall.

6. Children's Services

Presented by Children's Librarian Darla Lager. See attached document.

7. Library Use Report

444 OPL patrons downloaded 1,310 e-books and 570 e-Audio items in July 2019 through the Overdrive database.

41 patrons downloaded 415 songs using FREEGAL; and 39 patrons streamed 812 songs. 157 Hoopla users checked out 479 items.

| CKI & CKO - physical items | | | | Jul-19 | CKI & CKO - physical items | | | | Jul-19 |
|----------------------------|----------|----------------|----------------------|--------------------------|----------------------------|----------|----------------|----------------------|---------------|
| bp | Checkin | Normal CKI | | 2,184 | bp | Checkin | Normal CKI | | 2,039 |
| bp | Checkin | Late Checkin | | 338 | bp | Checkin | Late Checkin | | 354 |
| | | | BP TOTAL CKI | 2,522 | | | | BP TOTAL CKI | 2,393 |
| bp | Checkout | First Time CKO | | 2,046 | bp | Checkout | First Time CKO | | 2,028 |
| bp | Checkout | Phone Renewal | | 165 | bp | Checkout | Phone Renewal | | 146 |
| bp | Checkout | Other Renewal | | 98 | bp | Checkout | Other Renewal | | 48 |
| bp | Checkout | Opac Renewal | | 117 | bp | Checkout | Opac Renewal | | 82 |
| | | | BP TOTAL CKO | 2,426 | | | | BP TOTAL CKO | 2,304 |
| ----- | | | | | ----- | | | | |
| CKI & CKO - physical items | | | | Jul-19 | CKI & CKO - physical items | | | | Jul-19 |
| owat | Checkin | Normal CKI | | 16,053 | owat | Checkin | Normal CKI | | 17,812 |
| owat | Checkin | Late Checkin | | 2,781 | owat | Checkin | Late Checkin | | 2,965 |
| | | | OPL TOTAL CKI | 18,834 | | | | OPL TOTAL CKI | 20,777 |
| owat | Checkout | First Time CKO | | 15,648 | owat | Checkout | First Time CKO | | 17,382 |
| owat | Checkout | Phone Renewal | | 487 | owat | Checkout | Phone Renewal | | 475 |
| owat | Checkout | Other Renewal | | 742 | owat | Checkout | Other Renewal | | 882 |
| owat | Checkout | Opac Renewal | | 1,138 | owat | Checkout | Opac Renewal | | 1,155 |
| | | | OPL TOTAL CKO | 18,015 | | | | OPL TOTAL CKO | 19,894 |
| ----- | | | | | ----- | | | | |
| New Borrowers July 2019 | | | | Library Visits July 2019 | | | | | |
| bp | 10 | | | bp | 2,053 | | | | |
| owat | 112 | | | owat | 14,325 | | | | |
| ----- | | | | | ----- | | | | |
| ILL/Loaned July 2019 | | | | ILL/Borrowed July 2019 | | | | | |
| bp | 580 | | | bp | 345 | | | | |
| owat | 1,570 | | | owat | 1,311 | | | | |

Upcoming programs:

Administrative Assistant Spande reported that on Thursday August 22nd OPL will present the movie “POMS” in the Gainey room at 2:00 pm. This movie has a run time of 1 hour and 30 minutes.

Library Director Blando is working with other authors to develop the Fall Author Series.

8. SELCO Updates

Vice President Pfeifer reported that the SELCO Advisory Committee Meeting was held last week, and it is noted that the Web Reporter is nearing the end.

SELCO is reviewing contracts with all of the local libraries. In addition, the Committee is currently reviewing the Value Add Program for Blooming Prairie.

On November 5th Ryan Dowd is giving a presentation on Libraries and Homelessness. Ryan is the Executive Director of a large homeless shelter outside of Chicago, Illinois. He regularly travels the country training libraries, police departments, schools and other organizations on how to work compassionately with challenging homeless individuals

9. Library Updates

The twenty hour Desk Assistant position has been filled by Meagen Chellin. She will be working in Children's Services as well as Adult Services. Marie Sexton's full time position will not be replaced.

Library Director Blando stated that a time study will be conducted in the near future by Melissa Brechon with Library Consultants.

Library Director Blando is visiting with Scott Golberg, Steele County Administrator to update them on Library activities.

Our perpetual book sale is in progress and doing very well. Therefore, there will not be an annual book sale in December.

10. Renovation Update

Library Director Blando stated discussion continues for a drive up book drop as well as a new restroom in the Gainey Room. There are tentative plans for a new conference room as well. We are still struggling with a leak in the roof. The staff parking lot was recently patched with plans to have it completely resurfaced next year.

Adjourn

A motion was made to adjourn the meeting by President Erickson and seconded by Vice President Pfeifer, all aye. The meeting adjourned at 5:14 PM.

Respectfully submitted by Robin Spande