

Approved Minutes of Owatonna Public Library  
Board of Trustees  
Owatonna Public Library, Gainey Room  
105 North Elm Avenue  
Tuesday, May 21st, 2019 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, May 21st 2019. In attendance were: President Meredith Erickson, Vice President John Pfeifer, Trustee Christy Tryhus, Secretary Trudy Severson, Trustee Karen Malin, 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**

Severson moved to approve the April 2019 minutes and Pfeifer seconded. The motion was approved by the Trustees.

**5. Financial Reports**

Blando presented the Financial Report. He stated the budget is currently on track at this time. Blando also clarified the budget line that the janitorial expenses are being taken out of.

Blando stated that we have received a book display that was ordered from Demco. One was given to Blooming Prairie Branch Library and another one will be used here in Owatonna.

**6. Children's Services**

Presented by Darla Lager. See attached document.

Lager also stated that the Children's Summer Program brochure is now being distributed to the public.

### 7. Library Use Report

434 OPL patrons downloaded 1,318 e-books and 481 e-Audio items in April 2019 through the Overdrive database.

36 patrons downloaded 496 songs using FREEGAL; and 29 patrons streamed 1,138 songs. 154 Hoopla users checked out 441 items.

| CKI & CKO - physical items |          |                |                      | Apr. 2019                | CKI & CKO - physical items |          |                |                      | Apr. 2018     |
|----------------------------|----------|----------------|----------------------|--------------------------|----------------------------|----------|----------------|----------------------|---------------|
| bp                         | Checkin  | Normal CKI     |                      | 1,569                    | bp                         | Checkin  | Normal CKI     |                      | 1,411         |
| bp                         | Checkin  | Late Checkin   |                      | 263                      | bp                         | Checkin  | Late Checkin   |                      | 236           |
|                            |          |                | <b>BP TOTAL CKI</b>  | <b>1,832</b>             |                            |          |                | <b>BP TOTAL CKI</b>  | <b>1,647</b>  |
| bp                         | Checkout | First Time CKO |                      | 1,509                    | bp                         | Checkout | First Time CKO |                      | 1,506         |
| bp                         | Checkout | Phone Renewal  |                      | 138                      | bp                         | Checkout | Phone Renewal  |                      | 106           |
| bp                         | Checkout | Other Renewal  |                      | 68                       | bp                         | Checkout | Other Renewal  |                      | 48            |
| bp                         | Checkout | Opac Renewal   |                      | 69                       | bp                         | Checkout | Opac Renewal   |                      | 68            |
|                            |          |                | <b>BP TOTAL CKO</b>  | <b>1,784</b>             |                            |          |                | <b>BP TOTAL CKO</b>  | <b>1,728</b>  |
| -----                      |          |                |                      | -----                    | -----                      |          |                |                      | -----         |
| CKI & CKO - physical items |          |                |                      | Apr. 2019                | CKI & CKO - physical items |          |                |                      | Apr. 2018     |
| owat                       | Checkin  | Normal CKI     |                      | 14,580                   | owat                       | Checkin  | Normal CKI     |                      | 15,428        |
| owat                       | Checkin  | Late Checkin   |                      | 2,305                    | owat                       | Checkin  | Late Checkin   |                      | 2,525         |
|                            |          |                | <b>OPL TOTAL CKI</b> | <b>16,885</b>            |                            |          |                | <b>OPL TOTAL CKI</b> | <b>17,953</b> |
| owat                       | Checkout | First Time CKO |                      | 14,207                   | owat                       | Checkout | First Time CKO |                      | 15,308        |
| owat                       | Checkout | Phone Renewal  |                      | 443                      | owat                       | Checkout | Phone Renewal  |                      | 602           |
| owat                       | Checkout | Other Renewal  |                      | 590                      | owat                       | Checkout | Other Renewal  |                      | 803           |
| owat                       | Checkout | Opac Renewal   |                      | 1,210                    | owat                       | Checkout | Opac Renewal   |                      | 947           |
|                            |          |                | <b>OPL TOTAL CKO</b> | <b>16,450</b>            |                            |          |                | <b>OPL TOTAL CKO</b> | <b>17,660</b> |
| -----                      |          |                |                      | -----                    | -----                      |          |                |                      | -----         |
| New Borrowers Apr. 2019    |          |                |                      | Library Visits Apr. 2019 |                            |          |                |                      |               |
| bp                         |          |                | 2                    | bp                       |                            |          | 1,062          |                      |               |
| owat                       |          |                | 99                   | owat                     |                            |          | 12,049         |                      |               |
| -----                      |          |                |                      | -----                    | -----                      |          |                |                      | -----         |
| ILL/Loaned Apr. 2019       |          |                |                      | ILL/Borrowed Apr. 2019   |                            |          |                |                      |               |
| bp                         |          |                | 527                  | bp                       |                            |          | 220            |                      |               |
| owat                       |          |                | 1,446                | owat                     |                            |          | 1,329          |                      |               |

### Upcoming programs:

Spande reported that Thursday May 23rd OPL will present the movie “Stay Human” in the Gainey room at 2:00 pm. This movie is a documentary by Michael Franti and has a run time of 95 minutes.

Monday May 20<sup>th</sup> OPL presented “Movies for All” featuring “The Lego Movie 2” in the Gainey room at 6:00 pm. This movie is rated PG and has a run time of

97 minutes. This will be the last showing of Movies for All for the summer and will start up again in the fall.

Blando stated that he is currently working on developing the fall author series.

On Tuesday, June 4<sup>th</sup> OPL will be presenting a local author, Chris Norbury, who will discuss “Everything you always wanted to know about writing a novel (but were afraid to ask)”. This event will be held in the Gainey Room at 7:00 pm.

Blando also discussed a possible partnership with the History Center and the Little Theater of Owatonna. Blando is considering bringing back historical author Arn Kind, to discuss World War One or Vietnam. Arn Kind has been an educator for 38 years, both in the classroom, teaching grades 4 through 12 and through his presentations to young people and adults of all ages.

## **8. SELCO Updates**

John Pfeifer inquired if the Library is prepared for the June 17<sup>th</sup> transition to migrate Horizon to an offsite location. On June 17<sup>th</sup> all public computers and databases will be affected as they will be unavailable from 7 AM until the update is complete. Blando stated that the Library is prepared to serve the public that day and will still be able to check out books manually.

Pfeifer also reported that there will be no additional SELCO funding available for Minnesota Libraries this year.

Blando added that he met with Reagen Thalacker and Lindsey Larson from SELCO recently. They have committed to increasing their visibility at OPL as well as increasing services to the Library.

## **9. Library Updates**

Blando stated that May 30<sup>th</sup> a Staff Day will be held from 8:00 am to 11:00 am. He is currently working on the agenda, but stated there will be several activities that will be included that day. The Library will be closed to the public for two hours that morning.

Opportunities for volunteers at the Library were discussed. One possibility was Grandparents for Education. Blando will consider where we could effectively use volunteers at the Library.

Blando stated that the Children’s Services Shout Outs will be held the last week in May and the first week in June. Staff will travel to the local Owatonna schools to get the kids excited about the Summer Reading Program and all we have to offer kids during the summer months.

Blando stated that he is looking into a possible Pollinator garden at OPL.

### **10. Renovation Update**

Discussion was brought up about a possible drive up book drop as well as a new restroom in the Gainey Room. Blando stated that the city plumber will be coming over in the next couple weeks to give us a new estimate on the cost of a new restroom in the Gainey Room. He said that at this point, we have no preliminary plans, however the restroom is a higher priority. More information will be shared in the next month regarding the progress of these topics.

### **Adjourn**

A motion was made to adjourn the meeting by Tryhus and seconded by Malin; all aye. The meeting adjourned at 5:13 PM.

Respectfully submitted by Robin Spande