

Approved Minutes of Owatonna Public Library
Board of Trustees
Owatonna Public Library, Gainey Room
105 North Elm Avenue
Tuesday, June 18th, 2019 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, June 18th, 2019. In attendance were: President Meredith Erickson, Vice President John Pfeifer, Trustee Christy Tryhus, Secretary Trudy Severson, Library Director Mark Blando and Administrative Assistant Robin Spande. Absent was Trustee Karen Malin.

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

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

5. Financial Reports

Library Director Blando presented the Financial Report. He stated we are 50% through the fiscal year the budget is currently at 53% at this time so we are right on track.

Library Director Blando stated that we are now using a new book display that was ordered from Demco. The second display was given to Blooming Prairie Branch Library.

6. Children's Services

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

We discussed possible changes to the promotion and advertising of the Owatonna school lunch program that is hosted at the Library during the summer months.

7. Library Use Report

427 OPL patrons downloaded 1,174 e-books and 568 e-Audio items in May 2019 through the Overdrive database.

45 patrons downloaded 418 songs using FREEGAL; and 40 patrons streamed 1,384 songs. 145 Hoopla users checked out 481 items.

CKI & CKO - physical items				May-19	CKI & CKO - physical items				May-18
bp	Checkin	Normal CKI		1,690	bp	Checkin	Normal CKI		1,627
bp	Checkin	Late Checkin		220	bp	Checkin	Late Checkin		264
		BP TOTAL CKI		1,910			BP TOTAL CKI		1,891
bp	Checkout	First Time CKO		1,509	bp	Checkout	First Time CKO		1,427
bp	Checkout	Phone Renewal		129	bp	Checkout	Phone Renewal		184
bp	Checkout	Other Renewal		77	bp	Checkout	Other Renewal		61
bp	Checkout	Opac Renewal		129	bp	Checkout	Opac Renewal		63
bp		BP TOTAL CKO		1,844	bp		BP TOTAL CKO		1,735
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CKI & CKO - physical items				May-19	CKI & CKO - physical items				May-18
owat	Checkin	Normal CKI		13,070	owat	Checkin	Normal CKI		14,270
owat	Checkin	Late Checkin		2,370	owat	Checkin	Late Checkin		2,674
		OPL TOTAL CKI		15,440			OPL TOTAL CKI		16,944
owat	Checkout	First Time CKO		12,550	owat	Checkout	First Time CKO		13,691
owat	Checkout	Phone Renewal		412	owat	Checkout	Phone Renewal		410
owat	Checkout	Other Renewal		533	owat	Checkout	Other Renewal		860
owat	Checkout	Opac Renewal		971	owat	Checkout	Opac Renewal		1,123
owat		OPL TOTAL CKO		14,466	owat		OPL TOTAL CKO		16,084
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New Borrowers May 2019				Library Visits May 2019					
bp		46		bp		1,056			
owat		164		owat		11,939			
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ILL/Loaned May 2019				ILL/Borrowed May 2019					
bp		442		bp		316			
owat		1,520		owat		1,221			

Upcoming programs:

Administrative Assistant Spande reported that Thursday June 27th OPL will present the movie “Puzzle” in the Gainey room at 2:00 pm. This movie features the same producer as Little Miss Sunshine and has a run time of 1 hour and 43 minutes.

Library Director Blando stated that he is currently working on developing the fall author series. On Tuesday, June 4th OPL presented a local author, Chris

Norbury, who discussed “Everything you always wanted to know about writing a novel (but were afraid to ask)”. This event was held in the Gainey Room and eleven Patrons attended this event. Library Director Blando is working with other authors to develop the Fall Author Series.

Library Director Blando is pursuing a partnership with the History Center and the Little Theater of Owatonna. He met with Victoria Bartkowiak and Mike Jensen from LTO and is discussing some options for the cast of upcoming plays to come to the Library to promote the theater.

8. SELCO Updates

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

The Library made a smooth transition on June 17th for the migration of Horizon to an offsite location. All public computers and databases were affected as they were unavailable from 7 AM until approximately 2:00 pm. Library Director Blando stated that the Library served the public that day and Patrons were able to check out books manually. Overall, the transition was well implemented.

9. Library Updates

Library Director Blando stated that the May 30th Staff Day was well received and a complete success! Several activities were included that day, including demonstrations by the Librarians. A discussion about the potential remodel was held as well.

A twenty hour Desk Assistant position has been posted on the City Website that was previously held by Carla Thein.

A date of July 2nd has been established for the annual OPL Foundation Board Meeting in the Gainey Room.

Library Director Blando is working on the OPL Budget that is due by the end of the month.

OPL is offering an Adult Summer Reading Program that has also been well received and appreciated. Board members are encouraged to participate.

The Light of Learning has finally been repaired after seven months and now lit.

Library Director Blando stated that the Children's Services Shout Outs were held the last week in May and the first week in June. Staff traveled to the local Owatonna schools to get the kids excited about the Summer Reading Program.

Maintenance has made several trips to the Library to fix the leaking roof. When rain is combined with strong winds, we have problems with leaking by the Adult Services check in desk. We are hopeful that the recent improvements have taken care of the problems.

A motion was made to skip the July Board of Directors meeting by Secretary Severson and seconded by Trustee Tryhus; all aye. The Board will reconvene in August.

10. Renovation Update

Discussion is in process for possible drive up book drop as well as a new restroom in the Gainey Room. Library Director 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. City engineers will be evaluating the space to determine best engineering practices for this area. The drive up book drop and a Gainey Room restroom are top priority at this time.

Adjourn

A motion was made to adjourn the meeting by Trustee Tryhus and seconded by Assistant President Pfeifer; all aye. The meeting adjourned at 5:30 PM.

Respectfully submitted by Robin Spande