

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Tuesday, January 17, 2017 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, January 17th, 2017. In attendance were: President Meredith Erickson, Secretary, Trustee Trudy Severson, Trustee John Pfeifer, Trustee Jolayne Mohs, Interim Library Director Troy Klecker and Administrative Assistant Robin Spande. Absent were Trustee Edel Fernandez.

Call to Order

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

1. Reminder of Open Meeting Law

The open meeting law applies to the board meetings.

2. Public Comments

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

3. Children’s Services

Storytime continued into December. It was held seven times throughout the month and was attended by 185 people. This total includes the 58 people that attended “Stories by Candlelight”; the Family Fun Night Storytime done in partnership with Early Childhood Family Education.

In December, all first grade students in the area are invited to the library for their “Polar Express” visit. The first graders are given a tour, are read the book “Polar Express” and are invited to check out books. Each first grader was given a green library backpack when they checked out.

The visits were as follows:

Medford	December 8	9:00 AM	90 children and adults
Washington	December 9	9:00 AM & 10:00 AM	84 children and adults
St. Mary’s	December 16	9:30 AM	26 children and adults

Lincoln	December 20	12:00 PM & 1:00 PM	104 children and adults
McKinley	December 21	8:45 AM & 9:45 AM	102 children and adults
Wilson	December 22	9:05 AM & 9:50 AM	98 children and adults

In total, 504 children and adults visited the library to hear the Polar Express and check out books.

4. Approve Minutes

Mohs moved to approve the December 2016 minutes with a few minor corrections that were noted, Pfeifer seconded. The motion was approved by the trustees.

5. Financial Reports

Klecker stated that since we are at the beginning of a fiscal year we are starting with a clean financial slate. Klecker distributed a spreadsheet that detailed the 2016 expenditures that were paid for out of the Memorial account. Klecker also went through the 2017 Memorial funding requests going forward. It was stated that a significant reduction in spending has been achieved in order to get the budget in order. The Librarians have been instrumental coming up with ideas to cut unnecessary expenses from the budget.

6. Library Use Reports

Spande reported on library use for December 2016. At OPL, 16,557 items were checked out in December 2016. At Blooming Prairie Branch Library (BPBL), 1,674 items were checked out in December 2016. Circulation decreased for both locations as compared to December 2015. At OPL, 1,397 items were lent to customers at other libraries through the inter-library (ILL) in December 2016. At BPBL, 351 items were lent to other libraries through ILL in December 2016. At OPL, 925 items were borrowed from other libraries in December 2016. At BPBL, 304 items were borrowed from other libraries in December 2016. Items borrowed decreased at OPL as compared to December 2015. Items borrowed decreased slightly at BPBL as compared to December 2015. Both locations show fewer items borrowed from other libraries than items lent to other libraries. At OPL, 16,873 people came through the doors in December 2016. At BPBL, 951 people came through the doors in December 2016. At OPL, there were 181 new borrowers in December 2016, an increase as compared to December 2015. At BPBL, there were 3 new borrowers, the same as when compared to October 2015.

7. Library Digital Use Report

Owatonna Public Library has the second most digital checkouts in the SELCO region, following Winona. 349 OPL patrons checked out 1,131 e-books and 395 e-Audio items in December 2016 through the Overdrive database.

On Freegal 65 patrons downloaded 735 songs; 52 patrons streamed 1,538 songs. 67 digital magazines were accessed through Zinio.

7a. Upcoming programs:

The following programs are scheduled for upcoming weeks:

Children's Services will be hosting Tale Time on Tuesdays at 9:30 and 10:30 am. Family story time will be held on Thursday evenings at 6:30. Nancy Vaillancourt mentioned that she will be hosting a "Secrets of the Owatonna Public Library" tour that is scheduled for February 21st at 6:30 pm.

Old Business:

Staffing: Klecker stated that there are no staffing updates at the present time.

8. New Business:

8. Long term planning:

The folding wall in Children's Services is on schedule for replacement in 2017. Klecker will be working with Jesse to ensure that this is completed.

Children's Services have been awarded a \$1000 grant for a refrigerator that will be used to store fruit, vegetables and snacks for Children's Services. We have been receiving \$100 worth of weekly snacks from Allina that are being distributed to the children.

June 12 to August 10th the Steele County Mobile Food Shelf will be offering a lunch program Mondays through Thursdays, twice a month. The meals will be served in the OPL Garden area unless we have bad weather. In the case of inclement weather, the lunch will be served in the Children's area.

It was suggested that an additional work study session be scheduled to discuss long term planning for the Library, as was done today. The Board will plan to meet at 2:30 pm, prior to the Board meeting next month on February 21st.

Pfeifer noted that the application process for the replacement Library Director position at SELCO will be closing on January 31st.

Adjourn

Mohs moved to adjourn the meeting and Severson seconded; all aye. The meeting was adjourned at 5:08 PM.

Respectfully submitted by Robin Spande