

Approved Minutes of Owatonna Public Library Board of Trustees

Microsoft Teams Meeting

Tuesday, January, 2021 4:30pm

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, January 19, 2020. The meeting was held virtually on Microsoft Teams In attendance were President Meredith Erickson, Vice President John Pfeifer, Trustee Trudy Severson, Trustee Karin Malin, Trustee Christy Tryhus and Library Director Mark Blando.

**1. Call to Order**

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

**2. Reminder of Open Meeting Law**

The open meeting law applies to the board meetings.

**3. Public Comments**

No Public Comments.

**4. Approve Minutes**

Tryhus moved, Pfeifer seconded to approve the minutes of the December 2020 meeting. The motion was approved.

**5. Financial Report**

Blando reported that the library does have receipts for memorial donations per the question asked last month. Blando reiterated that the SELCO line items that were spread across 4 different budget codes have now been placed in one. Also, the Hoopla database that was previously paid for through city funds is now being paid by the Foundation to help offset going fine free.

**6. Children's Services Report for December 2020**

Darla has resumed story times after taking a break over the holidays. Planning has already begun for the Summer Reading Program. We again look to do all programming virtually this year. We have been coordinating our plans with Nancy at Blooming Prairie and hope to be able to share some of our virtual performers.

**7. Library Use Report**

*Physical Materials circulation, New Borrowers, ILL, Visits  
December 2020 at BPBL OPL*

<b>CKI &amp; CKO - physical items</b>				<b>Dec-20</b>	<b>CKI &amp; CKO - physical items</b>				<b>Dec-19</b>
bp	Checkin	Normal CKI		1,419	bp	Checkin	Normal CKI		1,421
bp	Checkin	Late Checkin		48	bp	Checkin	Late Checkin		235
		<b>BP TOTAL CKI</b>		<b>1,467</b>			<b>BP TOTAL CKI</b>		<b>1,656</b>
bp	Checkout	First Time CKO		1,154	bp	Checkout	First Time CKO		1,439
bp	Checkout	Phone Renewal		152	bp	Checkout	Phone Renewal		107
bp	Checkout	Other Renewal		39	bp	Checkout	Other Renewal		49
bp	Checkout	Opac Renewal		96	bp	Checkout	Opac Renewal		92
bp		<b>BP TOTAL CKO</b>		<b>1,441</b>	bp		<b>BP TOTAL CKO</b>		<b>1,687</b>

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<b>CKI &amp; CKO - physical items</b>				<b>Dec-20</b>	<b>CKI &amp; CKO - physical items</b>				<b>Dec-19</b>
owat	Checkin	Normal CKI		6,464	owat	Checkin	Normal CKI		11,986
owat	Checkin	Late Checkin		260	owat	Checkin	Late Checkin		2,149
		<b>OPL TOTAL CKI</b>		<b>6,724</b>			<b>OPL TOTAL CKI</b>		<b>14,135</b>
owat	Checkout	First Time CKO		4,886	owat	Checkout	First Time CKO		11,687
owat	Checkout	Phone Renewal		204	owat	Checkout	Phone Renewal		494
owat	Checkout	Other Renewal		191	owat	Checkout	Other Renewal		593
owat	Checkout	Opac Renewal		725	owat	Checkout	Opac Renewal		881
owat		<b>OPL TOTAL CKO</b>		<b>6,006</b>	owat		<b>OPL TOTAL CKO</b>		<b>13,655</b>

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<b>New Borrowers December 2020</b>	<b>Library Visits December 2020</b>
bp 2	bp 457
owat 21	owat 1,020

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<b>ILL/Loaned Dec 2020</b>	<b>ILL/Borrowed Dec 2020</b>	<b>ILL/Loaned Dec 2019</b>	<b>ILL/Borrowed Dec 2019</b>
bp 464	bp 299	bp 415	bp 318
owat 1,384	owat 1,282	owat 1,455	owat 1,031

**a. Upcoming Programs**

Our Adult Winter Reading Program will kick off February 1. The program will be facilitated through Beanstack. Blando is finalizing details for Chris Norbury's presentation. We hope to do it before the end of February. The staff has done a great job of coming up with titles to help celebrate Black History Month. Blando will be filming content for the library Facebook page as well as the Public Access Channel.

**8. SELCO Update**

No update from SELCO. Blando will be attending (virtually) the February Advisory meeting.

**9. Library Updates**

We hope to have elevator repairs commencing within the next week or two. Facilities Manager Fitzloff has been in contact with them to nail down a date. Curbside and appointments have seen an uptick after the first of the year. January and February usually get a bit busier after the hustle and bustle of the holidays. Blando will be taking part in city's continuing strategic planning process. All department heads meet with City Council, Mayor Kuntz and City Administrator Busse to update on progress. This year we will also focus on how the pandemic has affected services and what changes we see being implemented going forward. The meeting will take place Wednesday, February 10. Blando

will be looking at communicating with the schools about the library now being Fine Free. Board had concerns that no everyone reads the newspapers and wanted to make sure the messages reaches as many as possible.

#### **10. Renovation Update**

Blando states that work on the 3<sup>rd</sup> Floor bathroom remains a priority and that when work is done on the elevator we will again focus on the project.

#### **Adjourn**

A motion was made to adjourn by Severson and seconded by Tryhus. All aye. The meeting adjourned at 5:18pm

Submitted by Mark Blando

DRAFT