

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Ave.

Tuesday, February 20, 2018 4:30pm

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, February 20, 2018. In attendance were President Meredith Erickson, Vice President John Pfeifer, Trustee Christy Tryhus, Library Director Mark Blando and Assistant Director Renee Lowery. Absent were Trustee Edel Fernandez and Trustee Trudy Severson. Guests to the meeting were library consultants Melissa Brechon and Barry Petit.

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 visitors attended and no comments were presented.

4. Approve Minutes

Pfeifer moved, Tryhus seconded to approve the minutes of the January 2018 meeting. The motion was approved.

5. Financial Report

After one month, the library is on track with 91% of the budget remaining.

6. Children's Services Report for January 2018

See attached document.

7. Library Use Report

384 OPL patrons checked out 1,230 e-books and 441 e-Audio items in January 2018 through the Overdrive database.

52 patrons downloaded 507 songs using FREEGAL; and 38 patrons streamed 1,005 songs. 30 digital magazines were accessed through Zinio.

<b>Jan 2018 CKI &amp; CKO - physical items</b>				<b>Jan 2017 CKI &amp; CKO - physical items</b>			
bp	Checkin	Normal CKI	1,417	bp	Checkin	Normal CKI	1,446
bp	Checkin	Late Checkin	242	bp	Checkin	Late Checkin	279
		<b>BP TOTAL CKI</b>	<b>1,659</b>			<b>BP TOTAL CKI</b>	<b>1,725</b>
bp	Checkout	First Time CKO	1,502	bp	Checkout	First Time CKO	1,462
bp	Checkout	Phone Renewal	92	bp	Checkout	Phone Renewal	161
bp	Checkout	Other Renewal	39	bp	Checkout	Other Renewal	62
bp	Checkout	Opac Renewal	88	bp	Checkout	Opac Renewal	87
bp		<b>BP TOTAL CKO</b>	<b>1,721</b>	bp		<b>BP TOTAL CKO</b>	<b>1,772</b>
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<b>Jan 2018 CKI &amp; CKO - physical items</b>				<b>Jan 2018 CKI &amp; CKO - physical items</b>			
owat	Checkin	Normal CKI	12,981	owat	Checkin	Normal CKI	14,335
owat	Checkin	Late Checkin	2,608	owat	Checkin	Late Checkin	2,775
		<b>OPL TOTAL CKI</b>	<b>15,589</b>			<b>OPL TOTAL CKI</b>	<b>17,110</b>
owat	Checkout	First Time CKO	14,343	owat	Checkout	First Time CKO	15,581
owat	Checkout	Phone Renewal	393	owat	Checkout	Phone Renewal	598
owat	Checkout	Other Renewal	850	owat	Checkout	Other Renewal	848
owat	Checkout	Opac Renewal	854	owat	Checkout	Opac Renewal	853
owat		<b>OPL TOTAL CKO</b>	<b>16,440</b>	owat		<b>OPL TOTAL CKO</b>	<b>17,880</b>
<b>Jan 2018 New Borrowers</b>				<b>Jan 2017 New Borrowers</b>			
bp	2			bp	6		
owat	87			owat	96		
<b>ILL/Loaned Jan 2018</b>				<b>ILL/Loaned Jan 2017</b>			
bp	482			bp	420		
owat	1,648			owat	1,639		
<b>ILL/Borrowed Jan 2018</b>				<b>ILL/Borrowed Jan 2017</b>			
bp		281		bp		358	
owat		1,501		owat		1,355	

## 8. SELCO Update

Trustee Pfeifer reminded the board of the upcoming Library Legislative Day on Tuesday, March 6<sup>th</sup>.

## 9. New Business-Space Needs Allocation Presentation.

Melissa Brechon and Barry Petit of Library Consulting, LLC presented the findings for Phase I of the Library Space Needs Allocation Study. After the presentation, the board expressed their concerns about the breadth of the Phase I report. The board chose to hold off on approving Phase II of the study to give Library Director Blando time to talk with Brechon and Petit to get a more detailed breakdown of specifics and the next phase and of the costs of the project.

## 10. Library Updates

Blando attended the Wenger Health Fair on January 24. He was able to talk to several people about upcoming library programs and the library's

downloadable collection. He also gave out several applications for library cards. Blando also attended a Web Reporter training session at SELCO on February 8. The session covered several of the reports that and needed to finish the library's Annual Report. Blando was also able to attend the Kiwanis' Read Around the World event on February 3. He was one of the celebrities chosen to read to the many in attendance. Finally, Blando will be taking part in the Department Heads/City Council Strategic Planning session on February 27.

#### 11. Old Business

Nothing to report

#### Adjourn

Motion made to adjourn by Pfeifer and seconded by Tryhus. Meeting adjourned at 6:30pm.