

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Tuesday, February 21, 2017 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, February 21, 2017. In attendance were: President Meredith Erickson, Secretary, Trustee Trudy Severson, Trustee Jolayne Mohs, Interim Library Director Troy Klecker and Administrative Assistant Robin Spande. Absent were Trustee Edel Fernandez, and Trustee John Pfeifer.

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

Isabel Mendoza began Spanish Storytime on Tuesday, January 10 at 6:30 PM. She read stories about snow and winter to a group of 24 children and adults. Storytime, held Tuesday mornings at 9:30 and 10:30 AM and Thursday evenings at 6:30 PM, began on January 17th. It was held 8 times during the month and attended by 147 people. This total includes the 48 people attending "Winter Wonderland", the Storytime done in partnership with Early Childhood Family Education.

4. Approve Minutes

Mohs moved to approve the January 2017 minutes and Severson seconded. The motion was approved by the trustees.

5. Financial Reports

Klecker stated that we are at two months into the fiscal budget therefore we should be seeing about an 83% - 84% balance on our budget. It appears we are right on schedule and looking good budget wise. He also stated that the OPL Foundation has deposited the difference for the 2016 deficit. We now have the funds in the Memorial account to pay our bills. Troy commended the OPL staff for their efforts with getting the budget in order, as they were instrumental in making it happen. Lowery explained that the main areas that are being cut from the Memorial Fund are books and DVD's.

6. Library Use Reports

2017 JANUARY CHECKOUTS				2016 JANUARY CHECKOUTS			
BP		Checkouts	1,772	BP		Checkouts	1,890
2017 JANUARY CHECKOUTS				2016 JANUARY CHECKOUTS			
Owatonna		Checkouts	17,880	Owatonna		Checkouts	19,032
January 2017 New Borrowers				2016 New Borrowers			
BP	6			BP	5		
Owatonna	99			Owatonna	90		
January 2017 ILL/Loaned				January 2016 ILL/Loaned			
BP	420			BP	404		
Owatonna	1,639			Owatonna	1,467		
January 2017 ILL/Loaned				January 2016 ILL/Loaned			
				Borrowed		Borrowed	
				BP	358	BP	316
				Owatonna	1,355	Owatonna	1,233
January 2017 Visits				January 2016 Visits			
BP	967			BP	1,029		
Owatonna	15,897			Owatonna	16,145		

bp		BP TOTAL CKO	1,772	bp		BP TOTAL CKO	
JANUARY 2017 CKI & CKO				JANUARY 2016 CKI & CKO			
owat	Checkin	Normal CKI	14,335	owat	Checkin	Normal CKI	
owat	Checkin	Late Checkin	2,775	owat	Checkin	Late Checkin	
		OPL TOTAL CKI	17,110			OPL TOTAL CKI	
owat	Checkout	First Time CKO	15,581	owat	Checkout	First Time CKO	
owat	Checkout	Phone Renewal	598	owat	Checkout	Phone Renewal	
owat	Checkout	Other Renewal	848	owat	Checkout	Other Renewal	
owat	Checkout	Opac Renewal	853	owat	Checkout	Opac Renewal	
		OPL TOTAL CKO	17,880			OPL TOTAL CKO	

January 2017 New Borrowers		January 2016 New Borrowers	
bp	6	bp	5
owat	99	owat	90

January 2017 ILL/Loaned		January 2016 ILL/Loaned		January 2017 ILL/Borrowed	
bp	420	bp	404	bp	358
owat	1,639	owat	1,467	owat	1,355

January 2017 Visits		January 2016 Visits	
bp	967	bp	1,029
owat	15,897	owat	16,145

7. Library Digital Use Report

384 OPL patrons checked out 1,205 e-books and 446 e-Audio items in January 2017 through the Overdrive database.

On Freegal 70 patrons downloaded 829 songs; 53 patrons streamed 1,578 songs. 54 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. We will also be showing movies in the Gainey Room on Thursday February 23rd at 2:00 and 7:00 PM.

Old Business:

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

The WIFI changes at OPL are now complete. The WIFI is turned off at 10 pm and turned on again at 6:00 am. This required a bigger effort than originally thought but the project is now complete.

Going forward for this summer, it was decided that the Master Gardeners will be taking care of the perennial garden as well as the Pollinator garden on a volunteer basis. Louanne Kaupa will continue her contract with the vegetable garden as before. We want this area to be welcoming to others and we have the time to put the finishing touches on the garden. The Public School Action program will no longer be involved in the garden maintenance.

Klecker stated that the City of Owatonna is starting performance evaluations. Training has been conducted with the Librarians and they will be starting with the performance evaluations soon.

Budget and Capital Improvement: The bushes around the building have been cut down and removed. Dave Lubahn has graciously volunteered to provide his advice on what to plant around the building.

The Children's Services moving wall is being considered. The first electric mobile door bid received did not include flexibility, however the manually mobile door does. In addition, the manually mobile door is lighter and easier to operate. Both options are above our budgeted amount. Other bids will be sought.

7. New Business:

Klecker discussed the issue of smoking outside the building. He suggested that we implement a policy of no tobacco on the OPL grounds. Children are around the entrances and the garden area. For security reason, we are suggesting that all Library grounds be tobacco free. Erickson suggested that we place attractive smoke receptacles by the entrances for cigarette butt disposal.

Severson moved to make OPL grounds tobacco free and install two cigarette receptacles at entrances, Mohs seconded; all aye.

8. Long term planning:

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 March 21st. It will be held in Troy's office.

Adjourn

Erickson moved to adjourn the meeting and Severson seconded; all aye. The meeting was adjourned at 5:15 PM.

Respectfully submitted by Robin Spande