

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Ave.

Tuesday, March 20, 2018 4:30pm

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, March 20, 2018. In attendance were President Meredith Erickson, Vice President John Pfeifer, Trustee Christy Tryhus, Library Director Mark Blando, Administrative Assistant Robin Spande. Absent was Trustee Edel Fernandez.

**1. Call to Order**

President Erickson called the meeting to order 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**

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

**5. Financial Report**

After three months, the library is right on track with the budget.

**6. Children's Services Report for February 2018**

See attached document.

**7. Library Use Report**

361 OPL patrons checked out 1,111 e-books and 414 e-Audio items in February 2018 through the Overdrive database.

38 patrons downloaded 429 songs using FREEGAL; and 33 patrons streamed 954 songs. 27 digital magazines were accessed through Zinio.

<b>Feb 2018 CKI &amp; CKO - physical items</b>				<b>Feb 2017 CKI &amp; CKO - physical items</b>											
bp	Checkin	Normal CKI	1,340	bp	Checkin	Normal CKI	1,686								
bp	Checkin	Late Checkin	192	bp	Checkin	Late Checkin	144								
		<b>BP TOTAL CKI</b>	<b>1,532</b>			<b>BP TOTAL CKI</b>	<b>1,830</b>								
bp	Checkout	First Time CKO	1,434	bp	Checkout	First Time CKO	1,672								
bp	Checkout	Phone Renewal	112	bp	Checkout	Phone Renewal	73								
bp	Checkout	Other Renewal	48	bp	Checkout	Other Renewal	59								
bp	Checkout	Opac Renewal	61	bp	Checkout	Opac Renewal	66								
bp		<b>BP TOTAL CKO</b>	<b>1,655</b>	bp		<b>BP TOTAL CKO</b>	<b>1,870</b>								
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<b>Feb 2018 CKI &amp; CKO - physical items</b>				<b>Feb 2018 CKI &amp; CKO - physical items</b>											
owat	Checkin	Normal CKI	13,601	owat	Checkin	Normal CKI	14,676								
owat	Checkin	Late Checkin	1,990	owat	Checkin	Late Checkin	2,320								
		<b>OPL TOTAL CKI</b>	<b>15,591</b>			<b>OPL TOTAL CKI</b>	<b>16,996</b>								
owat	Checkout	First Time CKO	14,429	owat	Checkout	First Time CKO	14,946								
owat	Checkout	Phone Renewal	444	owat	Checkout	Phone Renewal	560								
owat	Checkout	Other Renewal	777	owat	Checkout	Other Renewal	785								
owat	Checkout	Opac Renewal	838	owat	Checkout	Opac Renewal	783								
owat		<b>OPL TOTAL CKO</b>	<b>16,488</b>	owat		<b>OPL TOTAL CKO</b>	<b>17,074</b>								
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<b>Feb 2018 New Borrowers</b>				<b>Feb 2017 New Borrowers</b>											
bp		3		bp		5									
owat		159		owat		115									
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<b>ILL/Loaned Feb 2018</b>				<b>ILL/Loaned Feb 2017</b>				<b>ILL/Borrowed Feb 2018</b>				<b>ILL/Borrowed Feb 2017</b>			
bp		436		bp		391		bp		293		bp		370	
owat		1,412		owat		1,536		owat		1,341		owat		1,271	
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Blando stated that on April 2<sup>nd</sup> our new Hoopla software will be going live. This program will offer music, TV, movies, E-books and graphic novels. OPL is excited to be offering this enhanced service to our Patrons.

Spande gave the update on upcoming programs, stating that a special Adult Program on Prohibition in Minnesota will be offered on April 3<sup>rd</sup> in the Gainey Room. In addition, a special Volunteer Recognition Open House will be held at the Owatonna Arts Center at 5:30. All OPL Board members are encouraged to attend.

## 8. SELCO Updates

Trustee Pfeifer talked about some recent items that were discussed at the last SELCO meeting. His comments included:

- Strategic planning is a moving target.
- There is an increasing demand for E Books and that libraries spend more money on E books vs. printed books
- The Library needs to increase the amount of E Books that they offer.
- Overdrive is now in the City Budget.

- SELCO is in the process of restructuring the automation fees and that we may want to support these services.
- A new program called “Blind Date with a Book” has been used at the Kasson Library with positive results. This may be something that we can consider at OPL in the future.

## **9. Old Business**

### **a. Strategic Planning**

The board members discussed in length the findings of the Space Allocation Study. There is a need for details on how we can better utilize our existing space. Clarification is required before we proceed to the next step in the process. Erickson stated that she will email a list of items that need to be addressed before we can move forward. Then Blando will meet with the Allocation Study consultants for discussion.

### **b. Library Updates**

Lisa Boutelle was recently promoted to Library Specialist in Children’s Services. Two additional part time people are currently going through the hiring process for the open Administrative Clerk positions. There was discussion about changing the Library hours that will be placed on the agenda for April’s meeting.

### **c. Budget and Capital Improvement Plan**

Nothing new to report at this time

## **Adjourn**

Motion made to adjourn by Tryhus and seconded by Severson. Meeting adjourned at 6:00pm.