

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Tuesday, March 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: Vice President John Pfeifer, Secretary Trustee Trudy Severson, Trustee Edel Fernandez, Interim Library Director Troy Klecker, Assistant Library Director Renee Lowery and Administrative Assistant Robin Spande. Absent were President Meredith Erickson and Trustee Jolayne Mohs.

**Call to Order**

The meeting was called to order by Trustee John Pfeifer at 4:30 PM.

**1. Reminder of Open Meeting Law**

The open meeting law applies to the board meetings.

**2. Public Comments**

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

**3. Approve Minutes**

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

**4. Children's Services**

Storytime is held on Tuesday mornings at 9:30 and 10:30 AM and on Thursday evenings at 6:30 PM. The eight sessions of Storytime held this month were attended by 283 people. This total includes the 62 people that attended "Dr. Seuss on the Loose", the Family Fun Night Storytime done in partnership with Early Childhood Family Education.

Karen Hanson attended Wilson's Family Reading Night event on the evening of Thursday, February 2. She showed the group of 203 different aspects of the library's website and a selection of new books.

On Saturday, February 4<sup>th</sup>, the library teamed with the Kiwanis, to host "Read Around the World", an event where "celebrity readers" are invited to share their favorite books with kids. The readers read to a group of 72 children and adults.

On Tuesday February 14, Isabel Mendoza held a Spanish language storytime. Her theme was "Shapes and Cookies". Spanish Storytime was attended by 25 people.

St. Mary's Kindergarten visited the library on Thursday, February 16<sup>th</sup>. The teacher and 25 students were given a tour, listened to stories and checked out books.

Darla Lager attended TriValley Headstart's Parent Night on the afternoon of Tuesday, February 21<sup>st</sup>. She read Dr. Seuss books to a group of 28 children and parents.

The first Tech-Tuesday program was held on Tuesday, February 21<sup>st</sup>. The Stop-Motion program was attended by 18 children and parents.

St. Mary's fifth grade visited on Monday, February 27<sup>th</sup>. The 46 students and teachers looked for and checked out biographies.

## **5. Financial Reports**

Klecker stated that we are at two months into the fiscal budget therefore, we should be seeing about a 77% balance on our budget. It appears we are right on schedule or slightly below budget.

## **6. Library Digital Use Report**

293 OPL patrons checked out 719 e-books and 249 e-Audio items in February 2017 through the Overdrive database. Please note that we are aware that these numbers are actually higher for all three categories, due to an incorrect Horizon setting.

On Freegal, 66 patrons downloaded 695 songs; 52 patrons streamed 1,868 songs. 64 digital magazines were accessed through Zinio.

<b>2017 FEBRUARY CHECKOUTS</b>				<b>2016 FEBRUARY CHECKOUTS</b>			
BP		Checkouts	1,870	BP		Checkouts	1,746
<b>2017 FEBRUARY CHECKOUTS</b>				<b>2016 FEBRUARY CHECKOUTS</b>			
Owatonna		Checkouts	17,074	Owatonna		Checkouts	18,991
<b>FEBRUARY 2017 New Borrowers</b>				<b>2016 New Borrowers</b>			
BP	4			BP	3		
Owatonna	117			Owatonna	102		
<b>FEBRUARY 2017 ILL/Loaned</b>				<b>FEBRUARY 2016 ILL/Loaned</b>			
BP	391			BP	385	Borrowed	370
Owatonna	1,536			Owatonna	1,567	Owatonna	1,271
						Borrowed	293
						Owatonna	1,264
<b>FEBRUARY 2017 Visits</b>				<b>FEBRUARY 2016 Visits</b>			
BP	1,103			BP	1,010		
Owatonna	15,989			Owatonna	15,774		

**7. 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 the movie “Moonlight” in the Gainey Room on Thursday March 23<sup>rd</sup> at 2:00 and 7:00 PM.

**Old Business:**

**Library Updates:**

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 new schedule is working well.

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.

Klecker stating that we will be starting to look and advertise for a new Library Director soon.

Night lights have been installed in the Gainey Room to provide some light when movies are shown.

Sharps containers have been installed in both the mens and womens restrooms on the second floor. This is in response to the incident of several hypodermic needles being found on the Library grounds near the entrance.

**Budget and Capital Improvement:** The bushes around the building have been cut down and removed. Dave Lubahn has submitted his plan to Klecker for review.

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. Currently \$28K is the lowest bid received. Klecker has talked to Finance to see about funneling funds to the moving wall fund.

The blinds in the Reading Room have been installed and are complete with the remote control.

Spande noted that a new remote has been purchased for use with the fireplace in the Reading Room. It has been working properly.

## **6. New Business:**

City Council has approved the implementation of a policy of no tobacco on the OPL grounds. There have been several signs placed strategically around the Library grounds including the garden area. We expect that there will be a period of adjustment with reinforcing this new rule. We cannot issue them a ticket, however we can ask the patrons to leave the premises.

A new director, Krista Ross, has been selected at SELCO who has significant experience with smaller libraries. Pfeifer was on the selection committee.

## **8. Long term planning:**

It was suggested that an additional work study session be scheduled to discuss long term planning for the Library. Spande will send out two time options and determine the date that works for most.

**Adjourn**

Fernandez moved to adjourn the meeting and Severson seconded; all aye. The meeting was adjourned at 5:05 PM.

Respectfully submitted by Robin Spande