

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Ave.

Tuesday, April 17th, 2018 4:30pm

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, April 17th, 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. Special guests were Melissa Brechon and Barry Petit.

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

Severson moved and Tryhus seconded to approve the minutes of the March 2018 meeting. The motion was carried.

5. Financial Report

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

Melissa Brechon and Barry Petit gave a special presentation of the new space planning options to the Board for consideration. This included a power point presentation and handouts.

6. Children's Services Report for March 2018

See attached document.

7. Library Use Report

393 OPL patrons checked out 1,244 e-books and 486 e-Audio items in March 2018 through the Overdrive database.

We hit a record high monthly total both for items checked out, and a number of unique patrons using Overdrive in March.

Mar 2018 CKI & CKO - physical items				Mar 2017 CKI & CKO - physical items			
bp	Checkin	Normal CKI	1,553	bp	Checkin	Normal CKI	1,780
bp	Checkin	Late Checkin	292	bp	Checkin	Late Checkin	259
		BP TOTAL CKI	1,845			BP TOTAL CKI	2,039
bp	Checkout	First Time CKO	1,512	bp	Checkout	First Time CKO	1,773
bp	Checkout	Phone Renewal	105	bp	Checkout	Phone Renewal	111
bp	Checkout	Other Renewal	62	bp	Checkout	Other Renewal	86
bp	Checkout	Opac Renewal	103	bp	Checkout	Opac Renewal	98
bp		BP TOTAL CKO	1,782	bp		BP TOTAL CKO	2,068
Mar 2018 CKI & CKO - physical items				Mar 2017 CKI & CKO - physical items			
owat	Checkin	Normal CKI	15,965	owat	Checkin	Normal CKI	15,784
owat	Checkin	Late Checkin	2,712	owat	Checkin	Late Checkin	2,927
		OPL TOTAL CKI	18,677			OPL TOTAL CKI	18,711
owat	Checkout	First Time CKO	16,866	owat	Checkout	First Time CKO	17,618
owat	Checkout	Phone Renewal	456	owat	Checkout	Phone Renewal	526
owat	Checkout	Other Renewal	833	owat	Checkout	Other Renewal	886
owat	Checkout	Opac Renewal	935	owat	Checkout	Opac Renewal	868
owat		OPL TOTAL CKO	19,090	owat		OPL TOTAL CKO	19,898
Mar 2018 New Borrowers				Mar 2017 New Borrowers			
bp	5	bp	7				
owat	96	owat	145				
ILL/Loaned Mar 2018				ILL/Loaned Mar 2017			
bp	466	bp	518	bp	281	bp	414
owat	1,595	owat	1,513	owat	1,952	owat	1,600

Blando stated that our new Hoopla software is up and running. This program offers 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 has been rescheduled and will be offered on April 21 in the Gainey Room.

8. SELCO Updates

Blando stated the Rochester Library currently allows other Library Patrons to access their E collection using their current local Library card.

9. Old Business

a. Strategic Planning

Blando stated that we are on track at this time.

b. Library Updates

Two new employees have been hired for Desk Assistants in Children's Services. Dawn Betti has already started in her position as Desk Assistant. Deb Praus will be starting in Children's Services in the near future.

Blando stated that he will be taking on the responsibility of the Census 2020.

c. Budget and Capital Improvement Plan

An above ground retention pond will be built starting mid May to help resolved the flooding problems in the OPL parking lot. The parking lot will need to be regraded to accommodate the retention pond. The project is expected to take three weeks.

10. New Business

a. Revised hours at OPL

The new proposed hours at OPL are as follows:

Monday through Thursday 9:00 am to 8:00 pm

Friday and Saturday 9:00 am to 5:00 pm

Closed on Sunday for summer months

The new hours will not go into effect until September 1st 2018

A motion to approve the new hours was made by Tryhus and seconded by Pfeifer. The motion was carried.

Adjourn

Motion made to adjourn by Tryhus and seconded by Severson. Meeting adjourned at 6:10 pm.