

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Tuesday, April 18th, 2017 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, April 18th, 2017. In attendance were: President Meredith Erickson, Vice President John Pfeifer, Secretary Trustee Trudy Severson, Trustee Edel Fernandez, Trustee Jolayne Mohs Interim Library Director Troy Klecker, Assistant Library Director Renee Lowery and Administrative Assistant Robin Spande. **Call to Order**

The meeting was called to order by President 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. Approve Minutes

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

4. Children's Services

Trinity Preschool visited the library on Wednesday, March 1st and again on Friday, March 3rd. The 33 children, parents and teachers were given a tour, listened to stories and checked out books.

Storytime continued throughout the month and was attended by 408 children and adults. This total includes the 82 people attending “Just Ducky” the Family Fun Night Storytime done in partnership with Early Childhood Family Education.

Spanish Storytime was held on the evening of Tuesday, March 14th. A total of 32 people listened to stories about colors.

Tech Tuesday was held on Tuesday, March 12. The 12 kids attending took a Digital Scavenger Hunt.

Bright Beginnings visited the library in two groups on Thursday, March 23. Both groups, 76 children and teachers, were given a tour, listened to stories and checked out books.

Tuesday, March 28th was the first Preschool STEM Night. Stations were set up and 47 people explored “Patterns in Music”.

The summer kick off is scheduled for June 2nd and will be in full swing.

5. Financial Reports

Klecker stated that we are at three months into the fiscal budget therefore, we should be seeing about a 70% balance on our budget. It appears we are right on schedule where we should be at this point in time.

6. Library Digital Use Report

344 OPL patrons checked out 1055 e-books and 381 e-Audio items in March 2017 through the Overdrive database.

On Freegal, 64 patrons downloaded 705 songs; 52 patrons streamed 1,588 songs. 137 digital magazines were accessed through Zinio.

MARCH 2017 CKI & CKO				MARCH 2016 CKI & CKO			
bp	Checkin	Normal CKI	1,780	bp	Checkin	Normal CKI	1,812
bp	Checkin	Late Checkin	259	bp	Checkin	Late Checkin	298
		BP TOTAL CKI	2,039			BP TOTAL CKI	2,110
bp	Checkout	First Time CKO	1,773	bp	Checkout	First Time CKO	1,764
bp	Checkout	Phone Renewal	111	bp	Checkout	Phone Renewal	131
bp	Checkout	Other Renewal	86	bp	Checkout	Other Renewal	61
bp	Checkout	Opac Renewal	98	bp	Checkout	Opac Renewal	85
bp		BP TOTAL CKO	2,068	bp		BP TOTAL CKO	2,041
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MARCH 2017 CKI & CKO				MARCH 2016 CKI & CKO			
owat	Checkin	Normal CKI	15,784	owat	Checkin	Normal CKI	15,847
owat	Checkin	Late Checkin	2,927	owat	Checkin	Late Checkin	3,304
		OPL TOTAL CKI	18,711			OPL TOTAL CKI	19,151
owat	Checkout	First Time CKO	17,618	owat	Checkout	First Time CKO	16,571
owat	Checkout	Phone Renewal	526	owat	Checkout	Phone Renewal	479
owat	Checkout	Other Renewal	886	owat	Checkout	Other Renewal	861
owat	Checkout	Opac Renewal	868	owat	Checkout	Opac Renewal	1,012
owat		OPL TOTAL CKO	19,898	owat		OPL TOTAL CKO	18,923
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March 2017 New Borrowers		March 2016 New Borrowers					
bp	7	bp	4				
owat	148	owat	126				
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ILL Loaned March 2017		ILL Loaned March 2016		ILL Borrowed March 2017		ILL Borrowed March 2016	
bp	518	bp	414	bp	414	bp	264
owat	1,952	owat	1,601	owat	1,600	owat	1,283
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March 2017 Visits		March 2016 Visits					
bp	1,329	bp	1,029				
owat	17,042	owat	16,145				

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. Family Fun night will be held on April 20th. Tech Tuesday will be held at 6:00 in Children’s Services on Tuesday May 16th.

We will also be showing the movie “A Monster Calls” in the Gainey Room on Thursday April 27th at 2:00 and 7:00 PM.

Old Business:

Library Updates:

Klecker gave out a handout that addresses the Strategic Plan for the library.

The seven priorities listed will be reviewed periodically to ensure that the initiatives are followed through and progress is being made. Klecker noted that

the measurables will be different for each of the seven categories, dependent on the task. Once the champion is assigned, the initiatives will be reviewed monthly by the Board. Klecker stated that we will build partnerships with other organizations to expand our resources.

Fernandez moved to approve the Strategic Plan and Severson seconded. All aye and motion carried.

Lowery went over the details of the 2016 Minnesota Department of Education Public Library Annual Report Worksheet. Lowery collects all of this info and reports it to the Department of Education. There was discussion regarding certain categories that have fluctuated from previous years. Lowery stated that new borrowers are added daily, and that the trend is a decrease in book circulation and an increase in E-materials

Klecker stated that parts of this report may be useful for our strategic plan. He is encouraged that the numbers are going up even though our expenditures have decreased. He also stated that the staff at the Library have been very instrumental in making good decisions about purchased materials.

Budget and Capital Improvement:

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:

A meeting with the City Council will take place immediately after the Board Meeting.

Adjourn

Mohs moved to adjourn the meeting and Severson seconded; all aye. The meeting was adjourned at 5:25 PM.

Respectfully submitted by Robin Spande

