

Approved Minutes of Owatonna Public Library Board of Trustees

Microsoft Teams Meeting

Tuesday, April 20, 2021

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, April 20, 2021. The meeting was held virtually on Microsoft Teams In attendance were President Meredith Erickson, Vice President John Pfeifer, Trustee Karin Malin, Trustee Christy Tryhus and Library Director Mark Blando. Absent was Trustee Trudy Severson

1. Call to Order

The meeting was called to order by President Erickson at 4:30pm.

2. Reminder of Open Meeting Law

The open meeting law applies to the board meetings.

3. Public Comments

No Public Comments.

4. Approve Minutes

Pfeifer moved, Tryhus seconded to approve the minutes of the February 2021 meeting. The motion was approved.

5. Financial Report

Blando reported that the budget is on track with 69% remaining. Blando is looking at projects for funding American Rescue Plan Act. There will be guidance from ALA and MLA as to parameters.

6. Children's Services Report for Spring 2021

See Attached

7. Library Use Report

*Physical Materials circulation, New Borrowers, ILL, Visits
February 2021 at BPBL OPL*

CKI & CKO - physical items			Feb-21	CKI & CKO - physical items			Feb-20
bp	Checkin	Normal CKI	1,150	bp	Checkin	Normal CKI	1,423
bp	Checkin	Late Checkin	21	bp	Checkin	Late Checkin	228
		BP TOTAL CKI	1,171			BP TOTAL CKI	1,651
bp	Checkout	First Time CKO	1,068	bp	Checkout	First Time CKO	1,458
bp	Checkout	Phone Renewal	64	bp	Checkout	Phone Renewal	125
bp	Checkout	Other Renewal	37	bp	Checkout	Other Renewal	75
bp	Checkout	Opac Renewal	115	bp	Checkout	Opac Renewal	86
bp		BP TOTAL CKO	1,284	bp		BP TOTAL CKO	1,744
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CKI & CKO - physical items			Feb-21	CKI & CKO - physical items			Feb-20
owat	Checkin	Normal CKI	5,887	owat	Checkin	Normal CKI	13,166
owat	Checkin	Late Checkin	218	owat	Checkin	Late Checkin	1,822
		OPL TOTAL CKI	6,105			OPL TOTAL CKI	14,988
owat	Checkout	First Time CKO	5,722	owat	Checkout	First Time CKO	13,775
owat	Checkout	Phone Renewal	145	owat	Checkout	Phone Renewal	567
owat	Checkout	Other Renewal	135	owat	Checkout	Other Renewal	525
owat	Checkout	Opac Renewal	519	owat	Checkout	Opac Renewal	929
owat		OPL TOTAL CKO	6,521	owat		OPL TOTAL CKO	15,796

New Borrowers February 2021		Library Visits February 2021	
bp	6	bp	458
owat	18	owat	1,199

ILL/Loaned Feb 2021		ILL/Borrowed Feb 2021		ILL/Loaned Feb 2020		ILL/Borrowed Feb 2020	
bp	421	bp	259	bp	483	bp	289
owat	1,419	owat	1,229	owat	1,406	owat	1,146

*Physical Materials circulation, New Borrowers, ILL, Visits
March 2021 at BPBL OPL*

CKI & CKO - physical items			Mar-21	CKI & CKO - physical items			Mar-20
bp	Checkin	Normal CKI	1,413	bp	Checkin	Normal CKI	1,231
bp	Checkin	Late Checkin	166	bp	Checkin	Late Checkin	153
		BP TOTAL CKI	1,579			BP TOTAL CKI	1,384
bp	Checkout	First Time CKO	1,118	bp	Checkout	First Time CKO	1,272
bp	Checkout	Phone Renewal	148	bp	Checkout	Phone Renewal	61
bp	Checkout	Other Renewal	56	bp	Checkout	Other Renewal	25
bp	Checkout	Opac Renewal	167	bp	Checkout	Opac Renewal	80
bp		BP TOTAL CKO	1,489	bp		BP TOTAL CKO	1,438

CKI & CKO - physical items			Mar-21	CKI & CKO - physical items			Mar-20
owat	Checkin	Normal CKI	6,572	owat	Checkin	Normal CKI	9,697
owat	Checkin	Late Checkin	1,172	owat	Checkin	Late Checkin	1,269
		OPL TOTAL CKI	7,744			OPL TOTAL CKI	10,966
owat	Checkout	First Time CKO	6,551	owat	Checkout	First Time CKO	9,984
owat	Checkout	Phone Renewal	196	owat	Checkout	Phone Renewal	274
owat	Checkout	Other Renewal	194	owat	Checkout	Other Renewal	339
owat	Checkout	Opac Renewal	886	owat	Checkout	Opac Renewal	556
1231		OPL TOTAL CKO	7,827	owat		OPL TOTAL CKO	11,153

New Borrowers March 2021		Library Visits March 2021	
bp	1	bp	552
owat	18	owat	1,394

ILL/Loaned Mar 2021		ILL/Borrowed Mar 2021		ILL/Loaned Mar 2020		ILL/Borrowed Mar 2020	
bp	473	bp	3,400	bp	337	bp	137
owat	1,578	owat	1,571	owat	758	owat	684

a. Upcoming Programs

We are excited about how plans are shaping up for the Summer Reading Program. We are looking forward to working with Parks and Rec with our Story Walks which were such a hit last year. We have some fun interactive programming up on our Facebook page.

8. SELCO Update

The SELCO libraries are asking that the formula that determines basic tech fees be reworked since it uses circulation data over a 5 year average. 2020 was such an outlier in this category that we are asking that it be removed from the formula.

9. Library Updates

New hours have been implemented. They are Monday: Noon-6pm and Tuesday-Friday: 9am-5pm. No appointments are needed and we are asking patrons to keep their visits to 45 minutes. We will continue to monitor hours and look to add where needed. We have a survey up on Facebook asking for public input. We are happy to have Andrea Oylo back to work. Our self-checks have finally arrived and we are waiting for the installers from Bibliotheca. I have the fortune of being a guest of Mayor Tom

on his Wednesday radio shows. I will be appearing with him on the 21st. Louanne Kaupa will be stepping away as garden manager at the end of this summer. I have spoken to the Meredith regarding what role the Master Gardeners may be able to play.

10. Renovation Update

Facilities Manager Fitzloff has been pursuing bids for the 3rd floor bathroom. He did say that internal staff could complete most of the project but it may be into the fall.

Adjourn

A motion was made to adjourn by Malin and seconded by Tryhus. All aye. The meeting adjourned at 5:20pm

Submitted by Mark Blando