

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Ave.

Tuesday, May 15th, 2018 4:30pm

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, May 16th, 2018. In attendance were President Meredith Erickson, Vice President John Pfeifer, Secretary Trudy Severson, Library Director Mark Blando, Administrative Assistant Robin Spande. Absent was Trustee Edel Fernandez and Trustee Christy Tryhus.

**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**

Pfeifer moved and Severson seconded to approve the minutes of the April

**5. Financial Report**

After five months, the library is right on track with the budget at 61% of the fiscal year. Nothing significant to report.

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

See attached document.

**7. Library Use Report**

381 OPL patrons checked out 1,124 e-books and 441 e-Audio items in April 2018 through the Overdrive database.

Using Freegal, 47 patrons downloaded 573 songs and 41 patrons streamed 1,164 songs. 60 Hoopla users checked out 178 items.

<b>CKI &amp; CKO - physical items April, 2018</b>				<b>CKI &amp; CKO - physical items April, 2017</b>			
bp	Checkin	Normal CKI	1,411	bp	Checkin	Normal CKI	1,640
bp	Checkin	Late Checkin	236	bp	Checkin	Late Checkin	249
		<b>BP TOTAL CKI</b>	<b>1,647</b>			<b>BP TOTAL CKI</b>	<b>1,889</b>
bp	Checkout	First Time CKO	1,506	bp	Checkout	First Time CKO	1,503
bp	Checkout	Phone Renewal	106	bp	Checkout	Phone Renewal	102
bp	Checkout	Other Renewal	48	bp	Checkout	Other Renewal	63
bp	Checkout	Opac Renewal	68	bp	Checkout	Opac Renewal	88
bp		<b>BP TOTAL CKO</b>	<b>1,728</b>	bp		<b>BP TOTAL CKO</b>	<b>1,756</b>
<b>CKI &amp; CKO - physical items April, 2018</b>				<b>CKI &amp; CKO - physical items April, 2017</b>			
owat	Checkin	Normal CKI	15,428	owat	Checkin	Normal CKI	14,566
owat	Checkin	Late Checkin	2,525	owat	Checkin	Late Checkin	2,993
		<b>OPL TOTAL CKI</b>	<b>17,953</b>			<b>OPL TOTAL CKI</b>	<b>17,559</b>
owat	Checkout	First Time CKO	15,308	owat	Checkout	First Time CKO	15,200
owat	Checkout	Phone Renewal	602	owat	Checkout	Phone Renewal	631
owat	Checkout	Other Renewal	803	owat	Checkout	Other Renewal	695
owat	Checkout	Opac Renewal	947	owat	Checkout	Opac Renewal	748
owat		<b>OPL TOTAL CKO</b>	<b>17,660</b>	owat		<b>OPL TOTAL CKO</b>	<b>17,274</b>
<b>April 2018 New Borrowers</b>				<b>April 2017 New Borrowers</b>			
bp		3		bp		3	
owat		104		owat		190	
<b>ILL/Loaned April 2018</b>				<b>ILL/Loaned April 2017</b>			
bp		437		bp		396	
owat		1,365		owat		1,420	
<b>ILL/Borrowed April 2018</b>				<b>ILL/Borrowed April 2017</b>			
bp			274	bp			317
owat			1,381	owat			1,179
<b>OPL Visits</b>				<b>BPBL Visits</b>			
Apr-18		13,171		Apr-18		1,102	

Spande reported that her new responsibility of programming the Public Access Channel has begun today. Official training will be held this Thursday.

Blando stated that an All Community Reads Event is scheduled for September 27<sup>th</sup> at 7:00 pm. Michael Perry, a Wisconsin author will be on hand to present this program.

## 8. SELCO Updates

Pfeifer reported that he will be attending a meeting on Thursday to review the services that SELCO provides and will report his findings at the next meeting. Blando stated that the formula for the amount of money that OPL contributes to Overdrive is expected to increase \$1000 to \$2000.

Blando stated that he attended a SELCO summit mini conference. Minnesota has over 4 million library users. Overall circulation is down but overall usage has increased.

Blando stated that our new Time management software called UltiPro is up and running.

## **9. Old Business**

### **a. Strategic Planning**

Blando stated that we have nothing pending at this time.

### **b. Library Updates**

Blando attended the Downtown Business Association meeting. He is hoping to establish a partnership with the Steele County Historical Society going forward.

The kick off celebration for Children's Services is planned for June 1<sup>st</sup>.

Summer meals will be served June 4<sup>th</sup> – August 9<sup>th</sup> in the garden area at OPL from 11:45 to 12:15 Monday through Thursday. These meals are free for kids 1 – 18 years of age. In case of inclement weather, the meals will be served in the Children's Services area.

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

Blando stated that the retention pond is currently in progress in the OPL parking lot and is going as planned

### **c. Annual report**

Blando stated that he has presented the annual report to City Council.

We have over \$5,000 left to spend on the Space Allocation Study if needed. The Space Planning proposal has been reviewed by staff and recommendations were made. Erickson suggested that perhaps we could start out with incremental steps, making small changes first.

## **10. New Business**

### **a. Election of officers**

The current officers indicated that they would be willing to serve another term. A motion to approve the current slated officers for another term was made by Pfeifer and seconded by Severson. The motion was carried.

Officers are as follows:

President – Meredith Erickson  
 Vice President – John Pfeifer  
 Secretary – Trudy Severson

**Adjourn**

Motion made to adjourn by Severson and seconded by Pfeifer. Meeting was adjourned at 5:40 pm.

Respectfully submitted by Robin Spande