

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Tuesday, May 16th, 2017 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, May 16th, 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 was Trustee Jolayne Mohs and President Meredith Erickson. **Call to Order**

The meeting was called to order by Vice President 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 April 2017 minutes and Fernandez seconded. The motion was approved by the trustees.

**4. Children's Services**

Storytime was held 12 times during the month and was attended by 373 people. This total includes the 79 children and adults attending "It's Raining Cats and Dogs" the Family Fun Night Storytime done in partnership with Early Childhood Family Education.

St. Mary's 7<sup>th</sup> grade visited the Library on Wednesday, April 5. The students were doing research for an upcoming project. Renee gave them a guided tour through the Owatonna Public Library's website. The 32 students then did research and checked out books on their topics.

Spanish Storytime was held on Tuesday, April 11. The theme for Spanish Storytime was Rainy Days. It was attended by 23 people.

Tech Tuesday took place on the evening of Tuesday, April 18. The 16 young people attending learned about digital photo editing and color pop.

Preschool STEM Night was held on Tuesday evening, April 25. Children and adults explored the world of Dinosaurs through the use of different stations. STEM Night was attended by 117 children and adults.

Darla and Isabel were invited to attend El Dia de los Ninos at the Owatonna High School on Wednesday, April 26. They spoke to and gave away books to 90 people that afternoon.

### **5. Financial Reports**

Klecker stated that we are at four and a half months into the fiscal budget therefore, we should be seeing about a 62.5% balance on our budget. It appears we are right on schedule where we should be at this point in time. We are still awaiting revenue from the county.

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

377 OPL patrons checked out 1083 e-books and 435 e-Audio items in April 2017 through the Overdrive database.

On Freegal, 68 patrons downloaded 708 songs; 56 patrons streamed 1,455 songs. 74 digital magazines were accessed through Zinio.

<b>APRIL 2017 CKI &amp; CKO</b>				<b>APRIL 2016 CKI &amp; CKO</b>			
bp	Checkin	Normal CKI	1,640	bp	Checkin	Normal CKI	1,681
bp	Checkin	Late Checkin	249	bp	Checkin	Late Checkin	204
		<b>BP TOTAL CKI</b>	<b>1,889</b>			<b>BP TOTAL CKI</b>	<b>1,885</b>
bp	Checkout	First Time CKO	1,503	bp	Checkout	First Time CKO	1,662
bp	Checkout	Phone Renewal	102	bp	Checkout	Phone Renewal	93
bp	Checkout	Other Renewal	63	bp	Checkout	Other Renewal	50
bp	Checkout	Opac Renewal	88	bp	Checkout	Opac Renewal	67
bp		<b>BP TOTAL CKO</b>	<b>1,756</b>	bp		<b>BP TOTAL CKO</b>	<b>1,872</b>
<b>APRIL 2017 CKI &amp; CKO</b>				<b>APRIL 2016 CKI &amp; CKO</b>			
owat	Checkin	Normal CKI	14,566	owat	Checkin	Normal CKI	14,852
owat	Checkin	Late Checkin	2,993	owat	Checkin	Late Checkin	3,630
		<b>OPL TOTAL CKI</b>	<b>17,559</b>			<b>OPL TOTAL CKI</b>	<b>18,482</b>
owat	Checkout	First Time CKO	15,200	owat	Checkout	First Time CKO	15,976
owat	Checkout	Phone Renewal	631	owat	Checkout	Phone Renewal	622
owat	Checkout	Other Renewal	695	owat	Checkout	Other Renewal	650
owat	Checkout	Opac Renewal	748	owat	Checkout	Opac Renewal	718
owat		<b>OPL TOTAL CKO</b>	<b>17,274</b>	owat		<b>OPL TOTAL CKO</b>	<b>17,966</b>
<b>April 2017 New Borrowers</b>			<b>April 2016 New Borrowers</b>				
bp	2		bp	6			
owat	192		owat	168			
<b>ILL/Loaned April 2017</b>			<b>ILL/Loaned April 2016</b>			<b>ILL/Borrowed April 2017</b>	
bp	396		bp	372		bp	282
owat	1,420		owat	1,460		owat	1,122
<b>April 2017 Visits</b>			<b>April 2016 Visits</b>				
bp	1,078		bp	1,318			
owat	18,127		owat	19,745			

## 7. Upcoming programs:

Spande noted the following programs are scheduled for upcoming weeks:

Family story time will be held on Tuesday mornings at 9:30 and 10:30. Tech Tuesday will be held at 6:00 pm in Children’s Services on Tuesday May 16<sup>th</sup> and June 20<sup>th</sup>.

We will also be showing the movie “The Red Turtle” in the Gainey Room on Thursday May 25<sup>th</sup> at 2:00 and 7:00 PM.

Thursday June 8<sup>th</sup> at 10:00 am there will be a performance by RadZoo in Children’s Services. Magical Norm, the Comedy Magician will perform on Thursday June 15<sup>th</sup> at 10:00 am.

The Bakken Museum will be performing at 10:00 am on June 22<sup>nd</sup> in Children’s Services. Finally, the Children’s Services is hosting their annual Book Fair from 10:00 am to 6:00 pm.

**Old Business:**

- A. The Library Director position has been posted. The position has been listed on several websites, including the SELCO website. This posting closes on June 7<sup>th</sup>. There will be two rounds of interviews. Both Erickson and Pfeifer have agreed to attend the first set of interviews.
- B. Klecker noted that Champions have been assigned to the 7 strategic priorities that have been established for the Library. Updates will be provided to the Board on a regular basis.

**9. New Business**

Concrete has been poured at the East entrance where the bushes previously were located. It makes for a cleaner entrance to the library

The dumpster will be relocated from it's current location to the East end of the parking lot. The City Council wants to be proactive about downtown garbage enclosures. It will include a four sided gate around the dumpster.

New A/C will be installed that will service areas on the west side of the building.

The Summer Meal Program will be held in the East parking lot unless we have inclement weather starting June 5<sup>th</sup>. Therefore, we will need approximately 5 picnic tables set up in that area. Louanne Kaupa will be working with the children in the garden after they are served their lunch. The meals will be served Monday through Thursdays until fair week.

Pfeifer asked if any progress has been made with the flood mitigation. Klecker stated that it will not happen this summer, but perhaps within the next few years as the CIP is established.

The OPL Foundation annual meeting is scheduled for Tuesday June 6<sup>th</sup> at noon. Pfeifer stated that Klecker should plan to attend this meeting.

**Adjourn**

Fernandez moved to adjourn the meeting and Severson seconded; all aye. The meeting was adjourned at 5:30 PM.

Respectfully submitted by Robin Spande