

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Ave.

Tuesday, June 19th, 2018 4:30pm

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, June 19th, 2018. In attendance were President Meredith Erickson, Vice President John Pfeifer, Secretary Trudy Severson, Trustee Christy Tryhus, Library Director Mark Blando, Administrative Assistant Robin Spande.

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 mentioned a slight a verbiage amendment that should be made to the SELCO updates on page 2 that were noted. Spande noted and will make the change. Tryhus moved and Pfeifer seconded to approve the minutes of the May meeting.

5. Financial Report

At this point in the fiscal year, the library is right on track with the budget. There was an unexpected expense of \$2500 to replace the door motor for the East entrance in Children's Services.

6. Children's Services Report for April 2018

See attached document. Darla Lager mentioned that the Summer Shout out was presented by the OPL Staff to over 2,800 kids in our community.

7. Library Use Report

399 OPL patrons checked out 1,098 e-books and 451 e-Audio items in May 2018 through the Overdrive database.

Using Freegal, 41 patrons downloaded 554 songs and 37 patrons streamed 992 songs. 78 Hoopla users checked out 239 items.

CKI & CKO - physical items				May, 2018				CKI & CKO - physical items				May, 2017			
bp	Checkin	Normal CKI	1,627					bp	Checkin	Normal CKI	1,651				
bp	Checkin	Late Checkin	264					bp	Checkin	Late Checkin	232				
		BP TOTAL CKI	1,891							BP TOTAL CKI	1,883				
bp	Checkout	First Time CKO	1,427					bp	Checkout	First Time CKO	1,481				
bp	Checkout	Phone Renewal	184					bp	Checkout	Phone Renewal	129				
bp	Checkout	Other Renewal	61					bp	Checkout	Other Renewal	67				
bp	Checkout	Opac Renewal	63					bp	Checkout	Opac Renewal	38				
bp		BP TOTAL CKO	1,735					bp		BP TOTAL CKO	1,715				
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CKI & CKO - physical items				May, 2018				CKI & CKO - physical items				May, 2017			
owat	Checkin	Normal CKI	14,270					owat	Checkin	Normal CKI	14,050				
owat	Checkin	Late Checkin	2,674					owat	Checkin	Late Checkin	3,176				
		OPL TOTAL CKI	16,944							OPL TOTAL CKI	17,226				
owat	Checkout	First Time CKO	13,691					owat	Checkout	First Time CKO	14,031				
owat	Checkout	Phone Renewal	410					owat	Checkout	Phone Renewal	560				
owat	Checkout	Other Renewal	860					owat	Checkout	Other Renewal	799				
owat	Checkout	Opac Renewal	1,123					owat	Checkout	Opac Renewal	835				
owat		OPL TOTAL CKO	16,084					owat		OPL TOTAL CKO	16,225				
May 2018 New Borrowers				May 2017 New Borrowers											
bp		33		bp		40									
owat		145		owat		93									
ILL/Loaned May 2018				ILL/Borrowed May 2018											
bp		412		bp		284									
owat		1,371		owat		1,298									
Visits May 2018															
bp		1,260													
owat		11,456													

Spande reported on the movie that will be presented in the Gainey Room on Thursday June 28th at 2:00 and 7:00 pm. The movie being shown is "I Can Only Imagine."

Blando stated that an All Community Reads Event is scheduled for September 27th at 7:00 pm. Michael Perry, a Wisconsin author will be on hand to present this program. On October 2nd, Barry Adams, local Historian will be on hand to

present a program about how the Civil War affected Steele County. Curt Brown will be on hand October 9th to give a presentation featuring the book he wrote called "Minnesota 1918."

8. SELCO Updates

Pfeifer reported SELCO is looking for a volunteer to work with Library Legacy programs. This person would replace Sharon Stark's position. He asked that if anyone know of someone who may be interested to let him know. Meetings are held in Rochester.

The SELCO Advisory meeting was held last week to establish the services that are deemed necessary for local Libraries.

9. Old Business

a. Strategic Planning

Blando stated that an increase in Teen programming will be the next focus. Escape rooms will be implemented soon. The goal will be to form core groups that will work to increase the amount of games available for teens.

b. Library Updates

Blando reported on the progress of the parking lot. The first layer of asphalt was applied last Friday. The project completion date is this week with the assumption of dry weather. Parking has been challenging for both employees and Patrons.

The new UltiPro time management system installation is complete and now being used by all City Employees.

Blando attended the Minnesota Association of Community Telecommunication Administrators (MACTA) conference for an all day session that provided useful information for the Public Access Channel. Ideas for possibilities for in house enhancements were presented.

c. Budget and Capital Improvement Plan

Blando stated that he doesn't see a significant change in the budget going forward.

There will be some upcoming changes regarding our north parking lot that will be addressed in the near future.

10. New Business

a. Space Allocation Study

Blando distributed the pamphlet that summarizes the proposal by Library Consultants. There was discussion as to how to move forward addressing the changes that the Board deems the most important.

b. Cancellation of July Meeting

A motion was made to cancel the July OPL Board meeting by Pfeifer and seconded by Tryhus. Our next meeting is scheduled for August 21st, 2018

Adjourn

A motion was made to adjourn by Severson and seconded by Tryhus. The meeting was adjourned at 5:35 pm.

Respectfully submitted by Robin Spande