

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Tuesday, June 20th, 2017 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, June 20th, 2017. In attendance were: President Meredith Erickson, Vice President John Pfeifer, Interim Library Director Troy Klecker, Assistant Library Director Renee Lowery and Administrative Assistant Robin Spande. Absent was Secretary Trustee Trudy Severson and Trustee Edel Fernandez. **Call to Order.**

Christy Tryhus was sworn in by Klecker as a new Owatonna Public Library Board Trustee. She was accompanied by President Erickson.

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 May 2017 minutes and Tryhus seconded. The motion was approved by the Trustees.

4. Children's Services

On Monday, May 1st, McKinley Kindergarten visited the library bringing 3 classes, 71 people, and on Tuesday, May 2nd, McKinley Kindergarten brought their other 2 classes, 46 people. Each group was given a tour, they listened to stories and checked out books.

Washington Kindergarten also visited that same week. They brought two classes, 43 people, on Wednesday, May 3rd and 2 classes on Thursday, May

4th, 46 people. Each group was given a tour, they listened to stories and checked out books.

Darla and Joan attended the 2017 Family Festival at Trinity Lutheran Church on the evening of May 4th. They read stories to children and spoke to adults about the Summer Reading Program. They spoke and read to 158 people on that evening.

Washington 3rd grade visited on Friday, May 5th. They brought 3 classes, a total of 93 people, for stories and check-out.

Spanish Storytime was held on the evening of Tuesday, May 9th. The theme for the Storytime was insects and was attended by 18 people.

Tech Tuesday was held on the evening of Tuesday, May 16th. This program for children ages 6 to 12 was attended by 13 people. The children learned about "Pixelation". (Stop motion animation with people.)

Each year before the end of the school year, Children's Services staff visits each elementary school for our annual Shout-Out. On the afternoon of May 23rd, Darla, Isabel, Joan, Karen and Lisa visited Washington Elementary. They told 648 children, teachers, parents and grandparents about the Summer Reading Program and about library events throughout the summer.

This same group "Shouted-out" at Lincoln Elementary on the morning of May 30th. They told a group of 665 students, teachers, parents and grandparents about summer at the library.

Darla visited Rose Street's Early Childhood Special Education twice on Tuesday, May 30th. She read frog stories to a group of 23 in the morning and to a group of 27 in the afternoon.

Preschool STEM Night was held on the evening of Tuesday, May 30th. The theme for STEM Night was the Jungle; it was attended by 47 people.

5. Financial Reports

Klecker stated that we are at five and a half months into the fiscal budget therefore, we should be seeing about a 55% 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.

We are showing savings due to the fact that we have not had a Director's salary since October.

6. Library Use Report

364 OPL patrons checked out 1083 e-books and 488 e-Audio items in May 2017 through the Overdrive database.

On Freegal, 64 patrons downloaded 770 songs; 54 patrons streamed 1,277 songs. 28 digital magazines were accessed through Zinio.

MAY 2017 CKI & CKO				MAY 2016 CKI & CKO			
bp	Checkin	Normal CKI	1,651	bp	Checkin	Normal CKI	1,454
bp	Checkin	Late Checkin	232	bp	Checkin	Late Checkin	241
		BP TOTAL CKI	1,883			BP TOTAL CKI	1,695
bp	Checkout	First Time CKO	1,481	bp	Checkout	First Time CKO	1,391
bp	Checkout	Phone Renewal	129	bp	Checkout	Phone Renewal	103
bp	Checkout	Other Renewal	67	bp	Checkout	Other Renewal	64
bp	Checkout	Opac Renewal	38	bp	Checkout	Opac Renewal	35
bp		BP TOTAL CKO	1,715	bp		BP TOTAL CKO	1,593
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MAY 2017 CKI & CKO				MAY 2016 CKI & CKO			
owat	Checkin	Normal CKI	14,050	owat	Checkin	Normal CKI	14,181
owat	Checkin	Late Checkin	3,176	owat	Checkin	Late Checkin	3,114
		OPL TOTAL CKI	17,226			OPL TOTAL CKI	17,295
owat	Checkout	First Time CKO	14,031	owat	Checkout	First Time CKO	14,600
owat	Checkout	Phone Renewal	560	owat	Checkout	Phone Renewal	531
owat	Checkout	Other Renewal	799	owat	Checkout	Other Renewal	798
owat	Checkout	Opac Renewal	835	owat	Checkout	Opac Renewal	880
owat		OPL TOTAL CKO	16,225	owat		OPL TOTAL CKO	16,809
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May 2017 New Borrowers		May 2016 New Borrowers					
bp	6	bp	31				
owat	99	owat	124				
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ILL/Loaned May 2017		ILL/Loaned May 2016		ILL/Borrowed May 2017		ILL/Borrowed May 2016	
bp	422	bp	365	bp	259	bp	196
owat	1,369	owat	1,340	owat	1,218	owat	926
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May 2017 Visits		May 2016 Visits					
bp	1,258	bp	1,182				
owat	16,027	owat	15,775				

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 June 20th and July 18th.

We will also be showing the movie "United Kingdom" in the Gainey Room on Thursday June 22nd at 2:00 and 7:00 PM.

Lego Mania will be held on Thursday July 6th at 10:00 am

The Bakken Museum will be performing at 10:00 am on June 22nd in Children's Services. Finally, the Children's Services is hosting their annual Book Fair from 10:00 am to 6:00 pm on July 20th from 10:00 am to 6:00 pm.

July 27th the Schiffelly Puppets will be performing in Children's Services.

8. Old Business:

A. Library Updates

The Library Director position has been posted and listed on several websites, including the SELCO website. This posting closed on June 7th. We had 21 applicants for the position and have chosen 6 candidates to interview starting Friday June 23rd. Erickson and Pfeifer will be involved in the interview process. There will be a minimum of two rounds of interviews. This first round takes place June 23 and the second round will take place June 29.

B. Strategic Planning

Klecker noted that the 7 strategic priorities are now complete that have been established for the Library. This is a long term process that involves the Librarians accepting the task of Champions of each individual priority.

C. Budget and Capital Improvement Plan

Klecker stated that work has begun on the 2018 Budget. Preliminary numbers are due to City Administration by the end of June. Going forward there will be a more definitive plan to establish what OPL Foundation's financial commitment to the Library. An executive committee will be required going forward to maintain financial control. This information will be used to develop the 2018 city budget.

9. New Business

The enclosure for the dumpster is now complete. The dumpster will be relocated from its current location to the East end of the parking lot. The City Council wants to be proactive about downtown garbage enclosures. It now includes a four sided gate around the dumpster.

The new A/C system has been installed that will service areas on the west side of the building.

The Summer Meal Program has been a huge success, exceeding all expectations. There has been a significant response from the surrounding neighborhood. It is held in the East parking lot unless we have inclement weather, which has happened only once so far. More picnic tables have been added due to the demand. Louanne Kaupa works with the children in the garden after they are served their lunch. The meals will be served Monday through Thursdays until August 10th. Next year the meals will be served at the Owatonna Junior High School.

Dave Lubahn has been working on getting quotes from two local nurseries that will provide the landscaping around the Library building. Klecker will be reviewing these quotes in the near future to determine who will be awarded the bid.

The folding wall in Children's Services should be completed after the summer months. The job will be awarded to the lowest bid, which is still slightly more than budgeted.

The "tobacco-free" policy recently implemented has been successful for the most part. Reminders are sometimes still required for patrons that do not notice the signs posted, but it has not become problematic.

Adjourn

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

Respectfully submitted by Robin Spande