

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Tuesday, July 18th, 2017 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, July 18th, 2017. In attendance were: President Meredith Erickson, Vice President John Pfeifer, Secretary Trudy Severson, Interim Library Director Troy Klecker, Assistant Library Director Renee Lowery. Absent was Secretary Trustee Christy Tryhus and Trustee Edel Fernandez.

1. Call to Order.

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

2. Reminder of Open Meeting Law

The open meeting law applies to the board meetings.

3. Public Comments

President Erickson asked for comments. No visitors attended and no comments were presented.

4. Approve Minutes

Pfeifer moved and Severson seconded, that the June 20, 2017 Board minutes be approved with corrections to VP Pfeifer's name on two pages. The motion carried.

5. Children's Services

See attached document.

6. Financial Reports

Klecker presented the Financial Report to date. Expenses are right where they should be. He is going to check on some outstanding County payments.

6. Library Use Report

386 OPL patrons checked out 1,041 e-books and 539 e-Audio items in June 2017 through the Overdrive database.

Using Freegal, 62 patrons downloaded 606 songs; and 49 patrons streamed 1,345 songs. 68 digital magazines were accessed through Zinio.

JUNE 2017 CKI & CKO				JUNE 2016 CKI & CKO			
bp	Checkin	Normal CKI	1,989	bp	Checkin	Normal CKI	2,310
bp	Checkin	Late Checkin	229	bp	Checkin	Late Checkin	227
		BP TOTAL CKI	2,218			BP TOTAL CKI	2,537
bp	Checkout	First Time CKO	2,275	bp	Checkout	First Time CKO	2,805
bp	Checkout	Phone Renewal	150	bp	Checkout	Phone Renewal	95
bp	Checkout	Other Renewal	50	bp	Checkout	Other Renewal	61
bp	Checkout	Opac Renewal	71	bp	Checkout	Opac Renewal	52
bp		BP TOTAL CKO	2,546	bp		BP TOTAL CKO	3,013
-----				-----			
JUNE 2017 CKI & CKO				JUNE 2016 CKI & CKO			
owat	Checkin	Normal CKI	17,055	owat	Checkin	Normal CKI	16,824
owat	Checkin	Late Checkin	3,023	owat	Checkin	Late Checkin	3,390
		OPL TOTAL CKI	20,078			OPL TOTAL CKI	20,214
owat	Checkout	First Time CKO	20,458	owat	Checkout	First Time CKO	20,674
owat	Checkout	Phone Renewal	503	owat	Checkout	Phone Renewal	418
owat	Checkout	Other Renewal	759	owat	Checkout	Other Renewal	713
owat	Checkout	Opac Renewal	805	owat	Checkout	Opac Renewal	741
owat		OPL TOTAL CKO	22,525	owat		OPL TOTAL CKO	22,546
-----				-----			
June 2017 New Borrowers		June 2016 New Borrowers					
bp	12	bp	26				
owat	183	owat	194				
-----				-----			
ILL/Loaned June 2017		ILL/Loaned June 2016		ILL/Borrowed June 2017		ILL/Borrowed June 2016	
bp	457	bp	440	bp	329	bp	309
owat	1,598	owat	1,448	owat	1,433	owat	1,231
-----				-----			
June 2017 Visits		June 2016 Visits					
bp	2,331	bp	2,506				
owat	18,991	owat	19,022				

7. Upcoming programs:

8. Old Business:

A. Library Updates

Klecker updated Board members on the final decision to hire Mark Blando as our new Library Director. He comes to us from Wantowan County and his first day will be August 21.

The landscaping project will begin on July 20. Erickson reported on the three library gardens. Louanne Kaupa is in charge of the large vegetable garden this summer, and the Master Gardeners are taking over the two smaller gardens. One will be for perennials, and one will be a pollinator garden. Pfeifer offered to assist Erickson with pruning the fruit trees.

B. Strategic Planning

Lowery highlighted early actions staff have taken.

C. Budget and Capital Improvement Plan

Klecker has started the process for 2018 and will assist the new director during the transition. The 2018 budget will include more in the materials lines, as some of the items the OPL Foundation traditionally funded will be moved into the regular City budget. Work to alleviate storm water flooding is included in the 2018 Capital Improvement Plan. This work may necessitate finding a new place on the Library grounds to host the summer lunch program. This first year working with the school district as a free lunch location has gone well.

Adjourn

A motion was made to adjourn the meeting; all aye. The meeting adjourned at 5:20 PM.

Respectfully submitted by Renee Lowery