

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Tuesday, August 15<sup>th</sup>, 2017 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, August 15<sup>th</sup>, 2017. In attendance were: President Meredith Erickson, Vice President John Pfeifer, Secretary Trudy Severson, Trustee Christy Tryhus, Interim Library Director Troy Klecker, Assistant Library Director Renee Lowery and Administrative Assistant Robin Spande. Absent was 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 to approve the July 2017 minutes and Tryhus seconded. The motion was approved by the trustees.

**5. Financial Reports**

Klecker presented the Financial Report to date. Expenses are right where they should be. He also stated that he felt it would be beneficial for the new Director to attend the next city council meeting. He suggested the Selco Director should also attend and be available to answer any questions that the Council may have. Klecker discussed good practice procedures for requesting county funds for the Library.

**6. Children's Services**

See attached document.

### 7. Library Use Report

386 OPL patrons checked out 1,139 e-books and 554 e-Audio items in July 2017 through the Overdrive database.

Using Freegal, 55 patrons downloaded 544 songs; and 47 patrons streamed 1,303 songs. 26 digital magazines were accessed through Zinio.

JULY 2017 CKI & CKO				JULY 2016 CKI & CKO							
bp	Checkin	Normal CKI	1,847	bp	Checkin	Normal CKI	2,433				
bp	Checkin	Late Checkin	337	bp	Checkin	Late Checkin	386				
		<b>BP TOTAL CKI</b>	<b>2,184</b>			<b>BP TOTAL CKI</b>	<b>2,819</b>				
bp	Checkout	First Time CKO	1,858	bp	Checkout	First Time CKO	2,517				
bp	Checkout	Phone Renewal	97	bp	Checkout	Phone Renewal	139				
bp	Checkout	Other Renewal	73	bp	Checkout	Other Renewal	85				
bp	Checkout	Opac Renewal	73	bp	Checkout	Opac Renewal	80				
bp		<b>BP TOTAL CKO</b>	<b>2,101</b>	bp		<b>BP TOTAL CKO</b>	<b>2,821</b>				
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JULY 2017 CKI & CKO				JULY 2016 CKI & CKO							
owat	Checkin	Normal CKI	17,224	owat	Checkin	Normal CKI	17,834				
owat	Checkin	Late Checkin	3,064	owat	Checkin	Late Checkin	3,296				
		<b>OPL TOTAL CKI</b>	<b>20,288</b>			<b>OPL TOTAL CKI</b>	<b>21,130</b>				
owat	Checkout	First Time CKO	17,656	owat	Checkout	First Time CKO	19,085				
owat	Checkout	Phone Renewal	683	owat	Checkout	Phone Renewal	525				
owat	Checkout	Other Renewal	736	owat	Checkout	Other Renewal	841				
owat	Checkout	Opac Renewal	922	owat	Checkout	Opac Renewal	795				
owat		<b>OPL TOTAL CKO</b>	<b>19,997</b>	owat		<b>OPL TOTAL CKO</b>	<b>21,246</b>				
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July 2017 New Borrowers			July 2016 New Borrowers								
bp	11		bp	11							
owat	142		owat	149							
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ILL/Loaned July 2017			ILL/Loaned July 2016			ILL/Borrowed July 2017		ILL/Borrowed July 2016			
bp	465		bp	381		bp	275	bp	270		
owat	1,433		owat	1,301		owat	1,308	owat	1,187		
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July 2017 Visits			July 2016 Visits								
bp	1,648		bp	1,502							
owat	18,154		owat	18,021							

### Upcoming programs:

Spande reported on the upcoming movies that will be shown in the Gainey Room

### 8. Old Business:

#### A. Strategic Planning

Lowery highlighted early actions staff have taken recently, including offering more programs and activities for teen patrons that will be available in house.

These include the Teen Origami Tote, Teen Coloring Tote and the Teen Game Tote that Cassie has been assembling.

Bonnie Krueger has been working on increasing circulation by giving patrons suggestions for similar to authors that are strategically placed in the Library.

There has been discussion about providing more artwork on display at the Library. Possibly rotating the artwork is an option, however one of the concerns is the security of the artwork, since it cannot be guaranteed. Choice Academy was offered as a suggestion as a possible source of the artwork

### **B. Library Updates**

The landscaping is now complete except for the mulch that will be added in September around the trees. The rock will be removed from around the trees. Much credit for the landscaping effort goes to Dave Lubahn as he was the Project Manager of the landscaping project.

The summer meal program ended last week and has been a complete success. Most of the meals were served outside, however approximately six meals were served inside due to inclement weather. We are planning to work with the School District to offer this program again next year at the Library.

### **Budget and Capital Improvement Plan**

We are planning to purchase new people counters this year so that we can have actual numbers instead of estimates.

Mark Blando, the new OPL Director will be starting August 21<sup>st</sup>. Klecker will be assisting as needed. The preliminary budget process is complete and was presented to City Council last night. There is a proposed 4.84% operational increase expected as well as a 5% levy increase for infrastructure improvements.

Going forward we need to further explore other partnerships that may be available to the Library. An example of a successful partnership we currently have is with Allina Health systems who currently provides the Library with healthy snacks every week.

### **9. New Business**

Lowery stated that we have received 88 applicants for the open position vacated by Kim McGuire. Interviews to begin in the near future.

**Adjourn**

A motion was made to adjourn the meeting by Pfeifer and Severson seconded; all aye. The meeting adjourned at 5:30 PM.

Respectfully submitted by Robin Spande