

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Tuesday, August 15th, 2017 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, August 15th, 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
		BP TOTAL CKI	2,184			BP TOTAL CKI	2,819
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		BP TOTAL CKO	2,101	bp		BP TOTAL CKO	2,821
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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
		OPL TOTAL CKI	20,288			OPL TOTAL CKI	21,130
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		OPL TOTAL CKO	19,997	owat		OPL TOTAL CKO	21,246
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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 21st. 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