

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Ave.

Tuesday, August 21st, 2018 4:30pm

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, August 21st, 2018. In attendance were President Meredith Erickson, Vice President John Pfeifer, Trustee Christy Tryhus, Library Director Mark Blando and Administrative Assistant Robin Spande. Absent was Secretary Trudy Severson.

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

The June minutes were reviewed, as there was not a meeting in July. Pfeifer moved and Tryhus seconded to approve the minutes of the June meeting.

5. Financial Report

At this point in the fiscal year, the library is right on track with the budget. There were no unexpected expenses that have come up recently. We are approximately half way through the fiscal year and on target.

6. Children's Services Report for July 2018

See attached document. Darla Lager mentioned that the Summer program started with a bang with the presentation of "Big and Tall."

7. Library Use Report

426 OPL patrons checked out 1,164 e-books and 579 e-Audio items in July 2018 through the Overdrive database.

Using Freegal, 44 patrons downloaded 465 songs and 34 patrons streamed 893 songs. 62 Hoopla users checked out 147 items.

Since Zinio went away, Hoopla has received a very positive response from our patrons.

July 2018 set a new record high for most patrons using, and most total checkouts, of eBooks and eAudio!

CKI & CKO - physical items				July, 2018				CKI & CKO - physical items				July, 2017			
bp	Checkin	Normal CKI	2,039					bp	Checkin	Normal CKI	1,847				
bp	Checkin	Late Checkin	354					bp	Checkin	Late Checkin	337				
		BP TOTAL CKI	2,393							BP TOTAL CKI	2,184				
bp	Checkout	First Time CKO	2,028					bp	Checkout	First Time CKO	1,858				
bp	Checkout	Phone Renewal	146					bp	Checkout	Phone Renewal	97				
bp	Checkout	Other Renewal	48					bp	Checkout	Other Renewal	73				
bp	Checkout	Opac Renewal	82					bp	Checkout	Opac Renewal	73				
bp		BP TOTAL CKO	2,304					bp		BP TOTAL CKO	2,101				
CKI & CKO - physical items				July, 2018				CKI & CKO - physical items				July, 2017			
owat	Checkin	Normal CKI	17,812					owat	Checkin	Normal CKI	17,224				
owat	Checkin	Late Checkin	2,965					owat	Checkin	Late Checkin	3,064				
		OPL TOTAL CKI	20,777							OPL TOTAL CKI	20,288				
owat	Checkout	First Time CKO	17,382					owat	Checkout	First Time CKO	17,656				
owat	Checkout	Phone Renewal	475					owat	Checkout	Phone Renewal	683				
owat	Checkout	Other Renewal	882					owat	Checkout	Other Renewal	736				
owat	Checkout	Opac Renewal	1,155					owat	Checkout	Opac Renewal	922				
owat		OPL TOTAL CKO	19,894					owat		OPL TOTAL CKO	19,997				
July 2018 New Borrowers				July 2017 New Borrowers											
bp		3		bp		10									
owat		118		owat		139									
ILL/Loaned July 2018				ILL/Borrowed July 2018											
bp		470		bp		387									
owat		1,495		owat		1,485									
Visits July 2018															
bp		1,756													
owat		15,092													

Spande reported on the movie that will be presented in the Gainey Room on Thursday July 23rd at 2:00 and 7:00 pm. The movie being shown is called "The Rider."

Blando stated the recent Book Bundle program was very well received by our Patrons. Blando distributed the flyers that advertise our upcoming events.

Chad Lewis will be on hand September 11th to kick off the fall series with a program called "Bizarre History of Minnesota." Michael Perry will present Population 485 for the Owatonna Reads Fall 2018 Book Selection. 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: When Flu, Fire and War Ravaged the State."

Blando will be attending the Senior Expo and hosting a booth at the Michaelson Funeral Home on September 29 from 10:00 to 3:00 pm. He will be demonstrating Ebooks as well as promoting library cards.

8. SELCO Updates

Pfeifer reported SELCO is trying to set up training with databases called V-Staff. SELCO is looking at updating automation training using a program called Reboot. SELCO is encouraging the sharing of information between libraries.

9. Old Business

a. Strategic Planning

Blando stated Break Out boxes will be available in the near future. They will be used by Patrons of all ages, but specifically teens.

A study session will be set up in the near future to discuss the space needs for OPL.

b. Library Updates

Blando reported that September 4th will be the date that we implement the new hours for OPL. Monday – Thursday from 9:00 am to 8:00 pm. Friday and Saturday hours will be 9:00 am to 5:00 pm and open Sunday from 1:00 pm to 5:00 pm from October to April.

Blando reported that the parking lot and retention pond has held up to torrential rains this past month, and has handled the water very effectively.

Starting September 1st the north parking lot will become a 20 hour city owned lot. Blando has request four extra employee spots that will be indicated as OPL Employee parking, for a total of 14 parking spots for employees.

Blando stated that he is looking for a new OPL Board member, and will be advertising on Facebook and the City Website to find a replacement.

c. Budget and Capital Improvement Plan

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

10. New Business

a. A draft Code of Conduct policy was distributed to all of the members for review. The finalized document will be available for the public at a future date.

b. Space Allocation Study

A proposed timeline for the project will be completed for the September meeting.

Adjourn

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

Respectfully submitted by Robin Spande