

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Ave.

Tuesday, September 18th, 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, Secretary Trudy Severson, Trustee Karen Malin, Library Director Mark Blando and Administrative Assistant Robin Spande.

Prior to today's meeting, Karen Malin was sworn in as a new Trustee for the OPL Board of Trustees. We whole heartedly welcome Karen and look forward to her contributions to the Board.

**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 August minutes were reviewed. Pfeifer requested a one word amendment to the minutes on page three that was noted by Spande. Tryhus moved and Pfeifer seconded to approve the minutes of the August meeting. All aye.

**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 have approximately 30% of the budget left in the fiscal year. October 2<sup>nd</sup> Blando will present the budget to the City Council.

**6. Children's Services Report for August 2018**

See attached document.

## 7. Library Use Report

435 OPL patrons checked out 1,275 e-books and 557 e-Audio items in August 2018 through the Overdrive database. This is a new record high!

Using Freegal, 44 patrons downloaded 440 songs and 42 patrons streamed 1,112 songs. 63 Hoopla users checked out 165 items.

CKI & CKO - physical items August, 2018				CKI & CKO - physical items August, 2017			
bp	Checkin	Normal CKI	2,024	bp	Checkin	Normal CKI	2,056
bp	Checkin	Late Checkin	285	bp	Checkin	Late Checkin	284
		<b>BP TOTAL CKI</b>	<b>2,309</b>			<b>BP TOTAL CKI</b>	<b>2,340</b>
bp	Checkout	First Time CKO	1,887	bp	Checkout	First Time CKO	1,739
bp	Checkout	Phone Renewal	128	bp	Checkout	Phone Renewal	120
bp	Checkout	Other Renewal	69	bp	Checkout	Other Renewal	48
bp	Checkout	Opac Renewal	58	bp	Checkout	Opac Renewal	75
bp		<b>BP TOTAL CKO</b>	<b>2,142</b>	bp		<b>BP TOTAL CKO</b>	<b>1,982</b>
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CKI & CKO - physical items August, 2018				CKI & CKO - physical items August, 2017			
owat	Checkin	Normal CKI	16,035	owat	Checkin	Normal CKI	16,796
owat	Checkin	Late Checkin	2,969	owat	Checkin	Late Checkin	3,361
		<b>OPL TOTAL CKI</b>	<b>19,004</b>			<b>OPL TOTAL CKI</b>	<b>20,157</b>
owat	Checkout	First Time CKO	15,300	owat	Checkout	First Time CKO	17,062
owat	Checkout	Phone Renewal	434	owat	Checkout	Phone Renewal	699
owat	Checkout	Other Renewal	880	owat	Checkout	Other Renewal	708
owat	Checkout	Opac Renewal	1,032	owat	Checkout	Opac Renewal	1,011
owat		<b>OPL TOTAL CKO</b>	<b>17,646</b>	owat		<b>OPL TOTAL CKO</b>	<b>19,480</b>
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August 2018 New Borrowers		August 2017 New Borrowers					
bp	16	bp	3				
owat	98	owat	118				
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ILL/Loaned August 2018		ILL/Borrowed August 2018					
bp	512	bp	350				
owat	1,553	owat	1,257				
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Visits August 2018							
bp	1,665						
owat	15,536						

Spande reported on the movie that will be presented in the Gainey Room on Thursday September 27th at 2:00 pm. The movie being shown is called "Won't You Be My Neighbor" featuring Fred Rogers. This film is highly recommended.

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

## **8. SELCO Updates**

Pfeifer reported that there are currently no additional updates for SELCO.

## **9. Old Business**

### **a. Strategic Planning**

Blando stated discussion has taken place regarding a possible video game night at OPL exclusively for teens. More to follow on this initiative.

### **b. Library Updates**

Blando reported that the new hours have officially changed. We have received positive feedback and understanding from our Patrons.

September 1<sup>st</sup> the north parking lot became a 20 hour city owned lot. The fourteen parking spots for employees have been established and signage has been installed to reflect this.

Chad Lewis will be on hand September 11<sup>th</sup> 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 2<sup>nd</sup>, 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 9<sup>th</sup> 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.

Blando reported that he will be attending a MLA Conference October 11<sup>th</sup> and 12<sup>th</sup> in St. Cloud.

There has been a change in the staff at the Library. Recently Sandy Hardy Hagen left her position at the library. Her position will be now be split into two ten hour page positions that will be filled in the near future.

### **c. Budget and Capital Improvement Plan**

Blando stated that the Library is slated to be painted in the near future.

**10. New Business**

a. A draft Code of Conduct policy was distributed to all of the members for review. Suggestions were made for changes and additions to the document. The finalized document will be available for the public at a future date. A motion to table this topic to the next meeting was made by Tryhus and seconded by Severson. All aye.

**b. Space Allocation Study**

Discussion took place regarding the progress and funding of the Space Allocation Study.

**Adjourn**

A motion was made to adjourn by Pfeifer and seconded by Severson. All aye. The meeting was adjourned at 6:00 pm.

Respectfully submitted by Robin Spande