

Unapproved Minutes of Owatonna Public Library Board of Trustees  
Owatonna Public Library, Gainey Room  
105 North Elm Avenue  
Tuesday, September 19<sup>th</sup>, 2017 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, September 19, 2017. In attendance were: President Meredith Erickson, Vice President John Pfeifer, Secretary Trudy Severson, Trustee Christy Tryhus, Library Director Mark Blando, 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 August 2017 minutes and Tryhus seconded. The motion was approved by the trustees.

**5. Financial Reports**

Blando presented the Financial Report to date. Expenses are right where they should be at this point in time. In going over details of the budget, it was suggested that perhaps some of our line items could be combined to make the budget more user friendly going forward.

Pfeifer explained how our SELCO branch is structured regarding Dodge County and Blooming Prairie.

**6. Children's Services**

See attached document.

**7. Library Use Report**

372 OPL patrons checked out 996 e-books and 536 e-Audio items in August 2017 through the Overdrive database.

Using Freegal, 52 patrons downloaded 553 songs; and 43 patrons streamed 1,109 songs. 35 digital magazines were accessed through Zinio.

<b>Aug 2017 CKI &amp; CKO</b>				<b>Aug 2016 CKI &amp; CKO</b>			
bp	Checkin	Normal CKI	2,056	bp	Checkin	Normal CKI	2,740
bp	Checkin	Late Checkin	284	bp	Checkin	Late Checkin	451
<b>BP TOTAL CKI</b>			<b>2,340</b>	<b>BP TOTAL CKI</b>			<b>3,191</b>
bp	Checkout	First Time CKO	1,739	bp	Checkout	First Time CKO	2,585
bp	Checkout	Phone Renewal	120	bp	Checkout	Phone Renewal	144
bp	Checkout	Other Renewal	48	bp	Checkout	Other Renewal	79
bp	Checkout	Opac Renewal	75	bp	Checkout	Opac Renewal	58
bp	<b>BP TOTAL CKO</b>		<b>1,982</b>	bp	<b>BP TOTAL CKO</b>		<b>2,866</b>
<b>Aug 2017 CKI &amp; CKO</b>				<b>Aug 2016 CKI &amp; CKO</b>			
owat	Checkin	Normal CKI	16,796	owat	Checkin	Normal CKI	18,278
owat	Checkin	Late Checkin	3,361	owat	Checkin	Late Checkin	3,507
<b>OPL TOTAL CKI</b>			<b>20,157</b>	<b>OPL TOTAL CKI</b>			<b>21,785</b>
owat	Checkout	First Time CKO	17,062	owat	Checkout	First Time CKO	18,226
owat	Checkout	Phone Renewal	699	owat	Checkout	Phone Renewal	465
owat	Checkout	Other Renewal	708	owat	Checkout	Other Renewal	836
owat	Checkout	Opac Renewal	1,011	owat	Checkout	Opac Renewal	901
owat	<b>OPL TOTAL CKO</b>		<b>19,480</b>	owat	<b>OPL TOTAL CKO</b>		<b>20,428</b>
<b>Aug 2017 New Borrowers</b>				<b>Aug 2016 New Borrowers</b>			
bp			3	bp			9
owat			120	owat			109
<b>ILL/Loaned Aug 2017</b>				<b>ILL/Loaned Aug 2016</b>			
bp			467	bp			359
owat			1,643	owat			1,424
<b>ILL/Borrowed Aug 2017</b>				<b>ILL/Borrowed Aug 2016</b>			
bp			314	bp			341
owat			1,324	owat			1,263

### Upcoming programs:

Spande reported that she has contacted the person that presented our Cheese Heads seminar in the Gainey room a couple years ago. This program was well attended and enjoyed by many patrons. The presenter has indicated that he is willing to come back to OPL again this fall/winter. More information to follow.

### 8. Old Business:

#### A. Strategic Planning

Lowery stated that Children's Services is getting the "Books to Go" program up and running that is used for local daycare providers. We are currently waiting for several of the pieces to come together for this program including the actual bags that are used for sending out books.

Erickson discussed the importance of the Space Allocation Study. She is concerned it may not get the visibility that it deserves. Children's Services is a very vibrant part of the Library.

#### B. Library Updates

Blando stated that he is currently in the process of conducting one on one meetings with each of the staff. He also stated that he has met with Jesse to discuss the moving walls in Children's Services. That project is currently in process.

Due to the resignation of Kim McQuire a new desk assistant is being hired in the near future. An announcement will be coming soon.

The elevator will be requiring service and will be out of commission for approximately 2-3 weeks. A staff meeting will be held in the near future to determine how we will be dealing with mobility issues for our patrons, as well as transferring books between floors.

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

Blando stated that he is aware of the flooding issues that we currently have at the Library. Options for this problem are a possible dry pond or an underground holding tank. The dry pond must be able to dry out within a 24 hour time period. Whatever solution is determined, it must be a long-term solution to the problem.

### **9. New Business**

Discussion was held regarding the possibility of expanding the Library property. A formal agreement with SELCO would be required if this were to happen.

### **Adjourn**

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

Respectfully submitted by Robin Spande