

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Ave.

Tuesday, October 16th, 2018 4:30pm

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, October 16th, 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.

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 September minutes were reviewed. Pfeifer moved and Tryhus seconded to approve the minutes of the September meeting. All aye.

5. Financial Report

At this point in the fiscal year, the library is right on track with the budget. There was one large expense of \$1,566.48 that came up for the replacement of plastic DVD cases. Otherwise, our budget is in order for the remaining fiscal year.

6. Children's Services Report for September 2018

See attached document.

7. Library Use Report

398 OPL patrons checked out 1,053 e-books and 455 e-Audio items in September 2018 through the Overdrive database.

Using Freegal, 47 patrons downloaded 782 songs and 40 patrons streamed 1,108 songs. 101 Hoopla users checked out 315 items.

CKI & CKO - physical items				Sept. 2018				CKI & CKO - physical items				Sept. 2017			
bp	Checkin	Normal CKI	1,425					bp	Checkin	Normal CKI	1,368				
bp	Checkin	Late Checkin	213					bp	Checkin	Late Checkin	205				
		BP TOTAL CKI	1,638							BP TOTAL CKI	1,573				
bp	Checkout	First Time CKO	1,278					bp	Checkout	First Time CKO	1,330				
bp	Checkout	Phone Renewal	113					bp	Checkout	Phone Renewal	121				
bp	Checkout	Other Renewal	73					bp	Checkout	Other Renewal	40				
bp	Checkout	Opac Renewal	51					bp	Checkout	Opac Renewal	67				
bp		BP TOTAL CKO	1,515					bp		BP TOTAL CKO	1,558				
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CKI & CKO - physical items				Sept. 2018				CKI & CKO - physical items				Sept. 2017			
owat	Checkin	Normal CKI	12,667					owat	Checkin	Normal CKI	13,803				
owat	Checkin	Late Checkin	2,371					owat	Checkin	Late Checkin	3,219				
		OPL TOTAL CKI	15,038							OPL TOTAL CKI	17,022				
owat	Checkout	First Time CKO	13,233					owat	Checkout	First Time CKO	14,105				
owat	Checkout	Phone Renewal	433					owat	Checkout	Phone Renewal	857				
owat	Checkout	Other Renewal	646					owat	Checkout	Other Renewal	625				
owat	Checkout	Opac Renewal	1,066					owat	Checkout	Opac Renewal	886				
owat		OPL TOTAL CKO	15,378					owat		OPL TOTAL CKO	16,473				
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Sept. 2018 New Borrowers				Sept. 2017 New Borrowers											
bp		9		bp		5									
owat		136		owat		91									
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ILL/Loaned Sept. 2018				ILL/Borrowed Sept. 2018											
bp		381		bp		235									
owat		1,246		owat		1,276									
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Visits Sept. 2018															
bp		1,069													
owat		11,355													

Spande reported on the movie that will be presented in the Gainey Room on Thursday October 27th at 2:00 pm. The movie being shown is "The Seagull".

8. SELCO Updates

Pfeifer reported that SELCO is experiencing some issues with credit card and PayPal payments. They are also looking at the automation fee structure. In addition, the SELCO courier providers have changed delivery times from 11:00 am to 8:45 am.

9. Old Business

a. Strategic Planning

Blando stated that going forward there will be an increased focus on teen programming. Blando brought back several ideas from the MLA Conference he attended last week.

b. Library Updates

Blando reported that two new page positions have been filled by Dakota Kath and Zach Lens. These two positions were derived from the position vacation by the previous Desk assistant position.

The storm that hit Owatonna on September 20th created a power loss at OPL. All Patrons were vacated to the basement for safety reasons. The power remained out until 12:10 pm the next day. Consequently the Library was closed the next day on Friday. The Library did not sustain any damage or water in the building.

Blando stated that the MLA Conference that he attended October 11th – 12th in St. Cloud was very beneficial. He was exposed to many new ideas on programming and branding of our Library. We will consider a new and updated look going forward. He felt the conference was very worthwhile, as was able to engage in networking activities.

Blando recently attended the Senior Expo at Michaelson Funeral home. He felt that this event was a success and that he talked to people about E materials that are offered at the Library.

Sunday hours are now in effect. We are now open from 1:00 to 5:00 pm.

The Fall Authors Series is now wrapping up for the year. Blando stated that next year the name of the series will be changed from Owatonna Reads to Steele County Reads, in an effort to include more of the small surrounding communities.

c. Budget and Capital Improvement Plan

No additional updates.

d. Space Allocation Study Update

Blando will conduct a study session with Library Board members and City Council in January to discuss upcoming plans to remodel certain areas of the Library. President Erickson inquired as to what was going to be done with the remaining \$5000 that was left over from the Space Allocation Study.

10. New Business

a. A revised draft Code of Conduct policy was distributed to all of the members for review. Suggestions were made for a few slight changes and additions to the document. A motion was made to edit the document by Tryhus and seconded by Malin. All aye. Spande will finalize the document and it will be available for the public.

Adjourn

A motion was made to adjourn by Tryhus and seconded by Severson. All aye. The meeting was adjourned at 5:25 pm.

Respectfully submitted by Robin Spande