

Approved Minutes of Owatonna Public Library
Board of Trustees
Owatonna Public Library, Gainey Room
105 North Elm Avenue
Tuesday, March 19th, 2019 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, March 19th 2019. In attendance were: President Meredith Erickson, Vice President John Pfeifer, Trustee Christy Tryhus, Secretary Trudy Severson, Library Director Mark Blando and Administrative Assistant Robin Spande. Absent was Trustee Karen Malin.

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 there were no comments were presented.

4. Approve Minutes

Pfeifer moved to approve the February 2019 minutes and Severson seconded. The motion was approved by the trustees.

5. Financial Reports

Blando presented the Financial Report. The budget is currently at 87% and is right on track. He stated that there is an increase in the expenses for the contract janitorial service. Blando will be working with Finance to determine the best way to absorb these expenses.

6. Children's Services

Presented by Darla Lager. See attached document.

7. Library Use Report

422 OPL patrons downloaded 1,188 e-books and 494 e-Audio items in February 2019 through the Overdrive database.

47 patrons downloaded 506 songs using FREEGAL; and 43 patrons streamed 1,173 songs. 134 Hoopla users checked out 401 items.

CKI & CKO - physical items				Feb. 2019	CKI & CKO - physical items				Feb. 2018
bp	Checkin	Normal CKI	1,372		bp	Checkin	Normal CKI	1,340	
bp	Checkin	Late Checkin	281		bp	Checkin	Late Checkin	192	
			BP TOTAL CKI	1,653				BP TOTAL CKI	1,532
bp	Checkout	First Time CKO	1,224		bp	Checkout	First Time CKO	1,434	
bp	Checkout	Phone Renewal	109		bp	Checkout	Phone Renewal	112	
bp	Checkout	Other Renewal	86		bp	Checkout	Other Renewal	48	
bp	Checkout	Opac Renewal	149		bp	Checkout	Opac Renewal	61	
			BP TOTAL CKO	1,568				BP TOTAL CKO	1,655
CKI & CKO - physical items				Feb. 2019	CKI & CKO - physical items				Feb. 2018
owat	Checkin	Normal CKI	13,376		owat	Checkin	Normal CKI	13,601	
owat	Checkin	Late Checkin	2,801		owat	Checkin	Late Checkin	1,990	
			OPL TOTAL CKI	16,177				OPL TOTAL CKI	15,591
owat	Checkout	First Time CKO	13,779		owat	Checkout	First Time CKO	14,429	
owat	Checkout	Phone Renewal	573		owat	Checkout	Phone Renewal	444	
owat	Checkout	Other Renewal	634		owat	Checkout	Other Renewal	777	
owat	Checkout	Opac Renewal	1,084		owat	Checkout	Opac Renewal	838	
			OPL TOTAL CKO	16,070				OPL TOTAL CKO	16,488
New Borrowers Feb. 2019				Library Visits Feb. 2019					
bp	4			bp	788				
owat	79			owat	10,049				
ILL/Loaned Feb. 2019				ILL/Borrowed Feb. 2019					
bp	458			bp	232				
owat	1,412			owat	1,261				

Upcoming programs:

On Thursday March 28th OPL will present the movie “Instant Family” in the Gainey room at 2:00 pm. This movie stars Mark Wahlberg and Rose Byrne and has a run time of 118 minutes. Rated PG-13.

There will be a program by James A. Bowey called “When Home Won’t Let You Stay” being offered on Wednesday March 20th in the Gainey Room at 6:30 pm. This program is sponsored by SELCO.

Join us to hear a presentation from members of “The Rose Ensemble”, prior to their performance at Trinity Lutheran Church at 7:00 pm. They will present historical background on the featured music and composers and the creative process that went into forming their performance, a discussion on instruments and performances of excerpts from the concert. This presentation will take place on Friday, April 5 at 1:00 pm in the Gainey Room.

8. SELCO Updates

Trustee Pfeifer stated that he did not attend Legislative Day due to bad weather.

He also stated that there will be a change in the formula used for determining funding for SELCO libraries. SELCO staff is meeting with the director of all of the SELCO Libraries to discuss operations and coding practices. This is an effort to increase communication between Libraries and SELCO.

Pfeifer also stated that Horizon will be going to an offsite location.

9. Old Business**A. Strategic Planning**

A survey will be conducted to evaluate our performance. The surveys will be offered both electronically and hard copy. We want to know how we are serving our Patrons.

B. Library Updates

Carla Thein is resigning from her 20 week position in Adult Services. Our current page Lupe Gutierrez has accepted the part time position that was vacated by Deb Praus. Deb will be taking the open part time position available in Adult Services. Blando is working with HR to develop a Fulltime position in Children’s Services.

Blando stated that the Library was only closed for one day during our recent stormy weather.

Blando gave the Board the heads up that the 2020 Census is coming up the first of April.

C. Budget and Capital Improvement Plan

Nothing new to report.

D. Renovation Update

Blando has been working with the Facility Manager on the renovation process.

10. New Business

Blando is still working on the Annual Report which will need to be completed by next week. He will send out the report to all Board Members next week.

Adjourn

A motion was made to adjourn the meeting by Tryhus and Pfeifer seconded; all aye. The meeting adjourned at 5:15 PM.

Respectfully submitted by Robin Spande