

## Approved Minutes of Owatonna Public Library Board of Trustees

### Microsoft Teams Meeting

Tuesday, November 17, 2020 4:30pm

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, November 17, 2020. The meeting was held virtually on Microsoft Teams In attendance were President Meredith Erickson, Vice President John Pfeifer, Trustee Trudy Severson, Trustee Karin Malin, Trustee Christy Tryhus and Library Director Mark Blando. Trustee Tryhus left the meeting at 4:55pm.

#### **1. Call to Order**

The meeting was called to order by President Erickson at 4:30pm.

#### **2. Reminder of Open Meeting Law**

The open meeting law applies to the board meetings.

#### **3. Public Comments**

No Public Comments.

#### **4. Approve Minutes**

Malin moved, Severson seconded to approve the minutes of the October 2020 meeting. The motion was approved.

#### **5. Financial Report**

The library is under budget through 10½ months. Blando presented his CIP requests to the city. The final budget approval will be in December. Blando will have more information concerning the requested line items in December.

#### **6. Children's Services Report for November 2020**

No report this month

#### **7. Library Use Report**

*Physical Materials circulation, New Borrowers, ILL, Visits  
October 2020 at BPBL OPL*

CKI & CKO - physical items				Oct-20	CKI & CKO - physical items				Oct-19
bp	Checkin	Normal CKI		1,254	bp	Checkin	Normal CKI		1,723
bp	Checkin	Late Checkin		28	bp	Checkin	Late Checkin		270
		<b>BP TOTAL CKI</b>		<b>1,282</b>			<b>BP TOTAL CKI</b>		<b>1,993</b>
bp	Checkout	First Time CKO		1,070	bp	Checkout	First Time CKO		1,664
bp	Checkout	Phone Renewal		135	bp	Checkout	Phone Renewal		128
bp	Checkout	Other Renewal		38	bp	Checkout	Other Renewal		85
bp	Checkout	Opac Renewal		83	bp	Checkout	Opac Renewal		123
bp		<b>BP TOTAL CKO</b>		<b>1,326</b>	bp		<b>BP TOTAL CKO</b>		<b>2,000</b>

  

CKI & CKO - physical items				Oct-20	CKI & CKO - physical items				Oct-19
owat	Checkin	Normal CKI		5,935	owat	Checkin	Normal CKI		13,655
owat	Checkin	Late Checkin		299	owat	Checkin	Late Checkin		2,234
		<b>OPL TOTAL CKI</b>		<b>6,234</b>			<b>OPL TOTAL CKI</b>		<b>15,889</b>
owat	Checkout	First Time CKO		5,532	owat	Checkout	First Time CKO		13,810
owat	Checkout	Phone Renewal		156	owat	Checkout	Phone Renewal		383
owat	Checkout	Other Renewal		170	owat	Checkout	Other Renewal		610
owat	Checkout	Opac Renewal		550	owat	Checkout	Opac Renewal		1,164
owat		<b>OPL TOTAL CKO</b>		<b>6,408</b>	owat		<b>OPL TOTAL CKO</b>		<b>15,967</b>

New Borrowers October 2020		Library Visits October 2020	
bp	2	bp	485
owat	21	owat	2,213

ILL/Loaned Oct 2020	ILL/Borrowed Oct 2020	ILL/Loaned Oct 2019	ILL/Borrowed Oct 2019
bp 446	bp 319	bp 482	bp 320
owat 1,438	owat 1,531	owat 1,639	owat 1,323

**a. Upcoming Programs**

Staff will begin working on the Winter Reading Program. We will be using our Beanstack app to help facilitate it.

**8. SELCO Update**

The library board was reminded to use to new SELCO Library app. This new app takes the place of the Owatonna Public Library app that was supplied by Boopsie and later Demco.

**9. Library Updates**

Browsing and Internet appointments have experienced an uptick in numbers with browsing seeing the greatest increase. Contactless pickup continues to be very popular with our users. We are anticipating some new restrictions from Gov. Walz and will have to see how they impact our services. We are waiting for word on the repair of the elevator. We do not know how long it will be out of service and are making plans to modify our day to day routine. I was fortunate to be able to speak with the Afternoon Rotary group this past week. I updated them on how the library has adapted its services during the pandemic and told them of the amazing job staff has done during the past few months. With the help of the city and Police Chief Hiller we were able to acquire 4 air purifiers for use throughout the library.

## **10. Renovation Update**

No update

## **Adjourn**

A motion was made to adjourn by Severson and seconded by Malin. All aye. The meeting adjourned at 5:15pm

Submitted by Mark Blando