

Approved Minutes of Owatonna Public Library Board of Trustees

Microsoft Teams Meeting

Tuesday, December 15, 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.

1. Call to Order

The meeting was called to order by President Erickson at 4:40pm.

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 November 2020 meeting. The motion was approved.

5. Financial Report

Going into the final month, the library budget remains in good shape. Staff has done a great job of watching spending throughout the year. Half of the payment for the elevator repair has been made with the other half due next year. Blando says a reprioritization of CIP money may have to be use for the payment. The Board was interested in seeing if the names of donors to the library has been kept. Blando will check.

6. Children's Services Report for December 2020

Darla will be doing a special reading of "The Polar Express" on Friday, December 18th. It will be put onto Facebook Live. Storytimes will take a break over the next couple of weeks and will resume on January 5th.

7. Library Use Report

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

CKI & CKO - physical items				Nov-20	CKI & CKO - physical items				Nov-19
bp	Checkin	Normal CKI		1,108	bp	Checkin	Normal CKI		1,357
bp	Checkin	Late Checkin		154	bp	Checkin	Late Checkin		273
		BP TOTAL CKI		1,262			BP TOTAL CKI		1,630
bp	Checkout	First Time CKO		1,063	bp	Checkout	First Time CKO		1,289
bp	Checkout	Phone Renewal		126	bp	Checkout	Phone Renewal		103
bp	Checkout	Other Renewal		33	bp	Checkout	Other Renewal		56
bp	Checkout	Opac Renewal		93	bp	Checkout	Opac Renewal		69
bp		BP TOTAL CKO		1,315	bp		BP TOTAL CKO		1,517

CKI & CKO - physical items				Nov-20	CKI & CKO - physical items				Nov-19
owat	Checkin	Normal CKI		6,445	owat	Checkin	Normal CKI		12,777
owat	Checkin	Late Checkin		319	owat	Checkin	Late Checkin		2,004
		OPL TOTAL CKI		6,764			OPL TOTAL CKI		14,781
owat	Checkout	First Time CKO		5,303	owat	Checkout	First Time CKO		12,687
owat	Checkout	Phone Renewal		204	owat	Checkout	Phone Renewal		459
owat	Checkout	Other Renewal		150	owat	Checkout	Other Renewal		618
owat	Checkout	Opac Renewal		653	owat	Checkout	Opac Renewal		777
owat		OPL TOTAL CKO		6,310	owat		OPL TOTAL CKO		14,541

New Borrowers November 2020		Library Visits November 2020	
bp	1	bp	441
owat	17	owat	2,563 <i>(Big spike on Nov. 3 due to election - 896 visits that day)</i>

ILL/Loaned Nov 2020		ILL/Borrowed Nov 2020		ILL/Loaned Nov 2019		ILL/Borrowed Nov 2019	
bp	390	bp	295	bp	381	bp	235
owat	1,183	owat	1,181	owat	1,202	owat	1,003

a. Upcoming Programs

We continue to work on our Adult Winter Reading Program. We should be ready to roll in out in January. Blando has spoken to local author Chris Norbury about doing a virtual presentation on how to write a mystery.

8. SELCO Update

Blando attended the December 8th meeting virtually. The financial situation with Overdrive was discussed as well at their acquisition of RB Digital, which will give access to many more titles, including magazines. Fiscal Year 22 budget priorities were also discussed.

9. Library Updates

Appointment numbers remain steady. Staff has been doing a remarkable job in serving the public. We hope to have Bonnie back to work the first part of January. A big thank you to Facilities for helping us with our shelving in the entryway.

10. Renovation Update

Blando will be in touch with Facilities Manager Fitzloff about starting work on the 3rd floor bathroom. We will continue our weeding process to thin out the collection in preparation for new shelving by the end of the year.

Adjourn

A motion was made to adjourn by Malin and seconded by Tryhus. All aye. The meeting adjourned at 5:11pm

Submitted by Mark Blando

Unapproved Minutes of Owatonna Public Library Board of Trustees

Microsoft Teams Meeting

Tuesday, January 19, 2021 4:30pm

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The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, January 19, 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.

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

Tryhus moved, Pfeifer seconded to approve the minutes of the December 2020 meeting. The motion was approved.

5. Financial Report

Blando reported that the library does have receipts for memorial donations per the question asked last month. Blando reiterated that the SELCO line items that were spread across 4 different budget codes have now been placed in one. Also, the Hoopla database that was previously paid for through city funds is now being paid by the Foundation to help offset going fine free.

6. Children's Services Report for December 2020

Darla has resumed story times after taking a break over the holidays. Planning has already begun for the Summer Reading Program. We again look to do all programming virtually this year. We have been coordinating our plans with Nancy at Blooming Prairie and hope to be able to share some of our virtual performers.

7. Library Use Report

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

CKI & CKO - physical items				Dec-20	CKI & CKO - physical items				Dec-19
bp	Checkin	Normal CKI		1,419	bp	Checkin	Normal CKI		1,421
bp	Checkin	Late Checkin		48	bp	Checkin	Late Checkin		235
BP TOTAL CKI				1,467	BP TOTAL CKI				1,656
bp	Checkout	First Time CKO		1,154	bp	Checkout	First Time CKO		1,439
bp	Checkout	Phone Renewal		152	bp	Checkout	Phone Renewal		107
bp	Checkout	Other Renewal		39	bp	Checkout	Other Renewal		49
bp	Checkout	Opac Renewal		96	bp	Checkout	Opac Renewal		92
bp	BP TOTAL CKO			1,441	bp	BP TOTAL CKO			1,687

CKI & CKO - physical items				Dec-20	CKI & CKO - physical items				Dec-19
owat	Checkin	Normal CKI		6,464	owat	Checkin	Normal CKI		11,986
owat	Checkin	Late Checkin		260	owat	Checkin	Late Checkin		2,149
OPL TOTAL CKI				6,724	OPL TOTAL CKI				14,135
owat	Checkout	First Time CKO		4,886	owat	Checkout	First Time CKO		11,687
owat	Checkout	Phone Renewal		204	owat	Checkout	Phone Renewal		494
owat	Checkout	Other Renewal		191	owat	Checkout	Other Renewal		593
owat	Checkout	Opac Renewal		725	owat	Checkout	Opac Renewal		881
owat	OPL TOTAL CKO			6,006	owat	OPL TOTAL CKO			13,655

New Borrowers December 2020		Library Visits December 2020	
bp	2	bp	457
owat	21	owat	1,020

ILL/Loaned Dec 2020	ILL/Borrowed Dec 2020	ILL/Loaned Dec 2019	ILL/Borrowed Dec 2019
bp	299	bp	318
owat	1,282	owat	1,031

a. Upcoming Programs

Our Adult Winter Reading Program will kick off February 1. The program will be facilitated through Beanstack. Blando is finalizing details for Chris Norbury's presentation. We hope to do it before the end of February. The staff has done a great job of coming up with titles to help celebrate Black History Month. Blando will be filming content for the library Facebook page as well as the Public Access Channel.

8. SELCO Update

No update from SELCO. Blando will be attending (virtually) the February Advisory meeting.

9. Library Updates

We hope to have elevator repairs commencing within the next week or two. Facilities Manager Fitzloff has been in contact with them to nail down a date. Curbside and appointments have seen an uptick after the first of the year. January and February usually get a bit busier after the hustle and

bustle of the holidays. Blando will be taking part in city's continuing strategic planning process. All department heads meet with City Council, Mayor Kuntz and City Administrator Busse to update on progress. This year we will also focus on how the pandemic has affected services and what changes we see being implemented going forward. The meeting will take place Wednesday, February 10. Blando will be looking at communicating with the schools about the library now being Fine Free. Board had concerns that no everyone reads the newspapers and wanted to make sure the messages reaches as many as possible.

10. Renovation Update

Blando states that work on the 3rd Floor bathroom remains a priority and that when work is done on the elevator we will again focus on the project.

Adjourn

A motion was made to adjourn by Severson and seconded by Tryhus. All aye. The meeting adjourned at 5:18pm

Submitted by Mark Blando