

## Unapproved Minutes of Owatonna Public Library Board of Trustees

Microsoft Teams Meeting

Tuesday, February 16, 2021

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, February 16, 2021. 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**

Pfeifer moved, Tryhus seconded to approve the minutes of the January 2021 meeting. The motion was approved.

### **5. Financial Report**

Blando reported that the budget is on track through the first month and ½ of the year. Blando will be handing off invoicing duties to Cassie Gilgenbach. Blando will look into running a report listing the totals for memorials and donations.

### **6. Children's Services Report for January 2021**

Darla will be adding an additional program to her weekly storytime. We will be doing a weekly feature of Darla's Picks and a spotlight on new releases. It will air in a couple of weeks. Darla will also be visiting Trinity Lutheran preschool to do storytimes. She is very excited to be able to read to a live audience. This will take place Tuesday, February 23.

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

*Physical Materials circulation, New Borrowers, ILL, Visits  
January 2021 at BPBL OPL*

CKI & CKO - physical items				Jan-21	CKI & CKO - physical items				Jan-20
bp	Checkin	Normal CKI		1,182	bp	Checkin	Normal CKI		1,458
bp	Checkin	Late Checkin		100	bp	Checkin	Late Checkin		301
		<b>BP TOTAL CKI</b>		<b>1,282</b>			<b>BP TOTAL CKI</b>		<b>1,759</b>
bp	Checkout	First Time CKO		939	bp	Checkout	First Time CKO		1,403
bp	Checkout	Phone Renewal		96	bp	Checkout	Phone Renewal		163
bp	Checkout	Other Renewal		31	bp	Checkout	Other Renewal		72
bp	Checkout	Opac Renewal		100	bp	Checkout	Opac Renewal		114
bp		<b>BP TOTAL CKO</b>		<b>1,166</b>	bp		<b>BP TOTAL CKO</b>		<b>1,752</b>

  

CKI & CKO - physical items				Jan-21	CKI & CKO - physical items				Jan-20
owat	Checkin	Normal CKI		5,180	owat	Checkin	Normal CKI		11,605
owat	Checkin	Late Checkin		457	owat	Checkin	Late Checkin		2,282
		<b>OPL TOTAL CKI</b>		<b>5,637</b>			<b>OPL TOTAL CKI</b>		<b>13,887</b>
owat	Checkout	First Time CKO		5,265	owat	Checkout	First Time CKO		12,876
owat	Checkout	Phone Renewal		141	owat	Checkout	Phone Renewal		389
owat	Checkout	Other Renewal		186	owat	Checkout	Other Renewal		552
owat	Checkout	Opac Renewal		648	owat	Checkout	Opac Renewal		903
owat		<b>OPL TOTAL CKO</b>		<b>6,240</b>	owat		<b>OPL TOTAL CKO</b>		<b>14,720</b>

New Borrowers January 2021		Library Visits January 2021	
bp	3	bp	442
owat	50	owat	1,116

ILL/Loaned Jan 2021		ILL/Borrowed Jan 2021		ILL/Loaned Jan 2020		ILL/Borrowed Jan 2020	
bp	469	bp	324	bp	597	bp	260
owat	1,399	owat	1,423	owat	1,602	owat	1,201

**a. Upcoming Programs**

Our Adult Winter Reading Program is underway. Participation has been a bit slow so we will be pushing it out again on our social media. Chris Norbury will be presenting his virtual program “The Ins and Outs of Mystery Writing” in March. We are finalizing a date and time. Cassie is working on a few short demonstration videos for our new Creativebug database. Blando plans on filming a show focused on the library in March.

**8. SELCO Update**

The new agreement form was shared with library directors. Blando shared the agreement with the board. They found no objections to it and approved the agreement with a motion by Tryhus and a second by Severson.

**9. Library Updates**

Our elevator repairs have been completed. The repairs took only a week to complete and we were able to accommodate our patrons that needed to use the elevator by offering computer use in children’s services and offering curbside pickup. We are adding hours to our pick up and appointment times. We will now be open 9am-11am on Tuesday and Thursday. These new hours will begin Tuesday,

February 23. Blando is currently working on the Annual Report for the library as well as pursuing the State of Minnesota's Library Construction Grant.

**10. Renovation Update**

Blando and Facilities Manager Fitzloff continue to look into the work capacity of his staff and what will need to be contracted out concerning the 3<sup>rd</sup> Floor Bathroom.

**Adjourn**

A motion was made to adjourn by Severson and seconded by Pfeifer. All aye. The meeting adjourned at 5:09pm

Submitted by Mark Blando