

Approved Minutes of Owatonna Public Library
Board of Trustees
Owatonna Public Library, Gainey Room
105 North Elm Avenue
Tuesday, January 21st, 2020 4:30 PM

The Owatonna Public Library (OPL) Board of Trustees held the monthly meeting on Tuesday, January 21st, 2020. In attendance were: Vice President John Pfeifer, Trustee Karen Milan, Secretary Trudy Severson, Library Director Mark Blando and Administrative Assistant Robin Spande. Absent was Trustee Christy Tryhus and President Meredith Erickson.

1. Call to Order.

The meeting was called to order by Vice President Pfeifer at 4:30 PM.

2. Reminder of Open Meeting Law

The open meeting law applies to the board meetings.

3. Public Comments

Vice President Pfeifer asked for comments. No visitors attended and no comments were presented.

4. Approve Minutes

Trustee Malin moved to approve the December 2019 minutes and Secretary Severson seconded. All aye. The motion was approved by the Trustees.

5. Financial Reports

Library Director Blando presented the Financial Report. He stated that we ended the 2019 year slightly under budget.

He also stated that the roof has been repaired to alleviate the leaking that we have dealt with for several months. It will be determined if the repair was successful when we have our first spring thaw.

6. Children’s Services

Children’s Services December 2019

Storytime, held Tuesday mornings at 9:30 and 10:30 and Thursday evenings at 6:30 PM, was held 9 times during the month and attended by 120 people. This total includes the 38 attending “Stories by Candlelight”, the Family Fun Night Storytime done in partnership with Early Childhood Family Education.

Class visits were the real story of December in Children’s Services. Each December the First Grade classes from Lincoln, Medford, St. Mary’s, Washington, McKinley and Wilson are invited to visit the library. The students are given a tour, they listen to the *Polar Express* by Chris Van Allsburg and are given the opportunity to check out books. Each child receives a library backpack and a bell from “Santa’s sleigh”. In a two-week stretch, the *Polar Express* was read 13 times to a total of 492 students and teachers. The breakdown is as follows:

Monday, December 9	Lincoln	21 people
Monday, December 9	Lincoln	23 people
Wednesday, December 11	Lincoln	23 people
Wednesday, December 11	Lincoln	20 people
Thursday, December 12	Medford	91 people
Friday, December 13	Lincoln	24 people
Friday, December 13	St. Mary’s	30 people
Monday, December 16	Washington	42 people
Tuesday, December 16	Washington	44 people
Wednesday, December 18	McKinley	42 people
Wednesday, December 18	McKinley	43 people
Thursday, December 19	Wilson	46 people
Thursday, December 19	Wilson	43 people



7. Library Use Report

422 OPL patrons downloaded 1,162 e-books and 664 e-Audio items in December 2019 through the Overdrive database.

33 patrons downloaded 396 songs using FREEGAL; and 29 patrons streamed 1002 songs. 169 Hoopla users checked out 528 items.

CKI & CKO - physical items				Dec-19	CKI & CKO - physical items				Dec-18
bp	Checkin	Normal CKI		1,421	bp	Checkin	Normal CKI		1,256
bp	Checkin	Late Checkin		235	bp	Checkin	Late Checkin		201
		BP TOTAL CKI		1,656			BP TOTAL CKI		1,457
bp	Checkout	First Time CKO		1,439	bp	Checkout	First Time CKO		1,034
bp	Checkout	Phone Renewal		107	bp	Checkout	Phone Renewal		97
bp	Checkout	Other Renewal		49	bp	Checkout	Other Renewal		77
bp	Checkout	Opac Renewal		92	bp	Checkout	Opac Renewal		80
bp		BP TOTAL CKO		1,687	bp		BP TOTAL CKO		1,288
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CKI & CKO - physical items				Dec-19	CKI & CKO - physical items				Dec-18
owat	Checkin	Normal CKI		11,986	owat	Checkin	Normal CKI		13,795
owat	Checkin	Late Checkin		2,149	owat	Checkin	Late Checkin		2,381
		OPL TOTAL CKI		14,135			OPL TOTAL CKI		16,176
owat	Checkout	First Time CKO		11,687	owat	Checkout	First Time CKO		13,534
owat	Checkout	Phone Renewal		494	owat	Checkout	Phone Renewal		578
owat	Checkout	Other Renewal		593	owat	Checkout	Other Renewal		761
owat	Checkout	Opac Renewal		881	owat	Checkout	Opac Renewal		1,189
owat		OPL TOTAL CKO		13,655	owat		OPL TOTAL CKO		16,062
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New Borrowers December 2019					Library Visits December 2019				
bp			2		bp			890	
owat			191		owat			10,076	
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ILL/Loaned December 2019					ILL/Borrowed December 2019				
bp			415		bp			318	
owat			1,455		owat			1,031	
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Upcoming programs:

Administrative Assistant Spande reported that on Thursday, January 23rd OPL will present the movie “The Peanut Butter Falcon” in the Gainey room at 2:00 pm. This movie has a run time of 1 hour and 37 minutes and is rated PG-13.

8. SELCO Updates

Vice President Pfeifer discussed the upcoming contract with SELCO. He stated that the resource committee is reviewing the liability clauses concerning SELCO and the member Libraries.

Currently we have Cassie Gilgenbach serving on the Overdrive Committee.

Next week will be the first SELCO Board Meeting.

9. Library Updates

The winter reading program will be coming out in the next couple weeks.

Work is being done to develop Teen programs that will roll out soon.

Renee Lowery is out for the week due to an injury.

The staffing study has been completed and will be reviewed soon.

10. Renovation Update

The library painting project is currently in process in Children’s Services.

Adult services will be painted when the remodel begins. The drive-up book drop is scheduled to be installed this year. In addition, we are scheduled to have a rest room installed on the third floor off the Gainey Room.

Adjourn

A motion was made to adjourn the meeting by Trustee Severson and seconded by Trustee Malin, all aye. The meeting adjourned at 5:34 pm.

Respectfully submitted by Robin Spande