

February 18th, 2020

Unapproved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Ave.

Tuesday, February 18, 2020 4:30pm

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

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

Roger Wacek spoke to the board about the role he hopes the city will play in developing and maintaining pollinator gardens. The board affirmed their commitment to establish a pollinator friendly garden by the two Library storm water retention ponds.

4. Approve Minutes

Vice President Pfeifer made a motion to approve the minutes of the January 2020 meeting and Trustee Severson seconded the motion. All members voted aye in approval.

5. Financial Report

After two months, the library is on track with 92% of the budget remaining. Director Blando mentioned that a new security camera will be purchased for the Gainey Room.

6.

Children's Services January 2020



Storytime, held on Tuesday mornings at 9:30 AM and 10:30 AM and Thursday evenings at 6:30 PM, began on Tuesday, January 14th. In January, Storytime took place 9 times with 208 people attending. This total includes the 46 people attending "A Snowy Day" the Family Fun Night Storytime done in partnership with Early Childhood Family Education.

Joan Rasmussen visited SEMCAC Head Start on Wednesday, January 15. She read stories to two classes, 40 students and teachers, that morning.

St. Mary's 7th grade descended on the library the afternoon of January 28. The students were working on gathering information for an assignment. The 37 students and teachers visited the Gainey Room where Mark Blando gave them a tour of the library's webpage. They were shown the online catalog as well as the different databases the library offers to aid in their research. In Children's Services the students used what they learned to find books and articles for their reports.

Joan Rasmussen visited Tri-Valley Head Start on the morning of January 29. She read stories to 18 children and teachers.

Darla Lager attended McKinley's ELL Listening Session on the evening of January 29. While the parents were in their sessions, Darla read stories to a group of 22 3-5-year-old children.

The Kindergarten Readiness class from St. Mary's School visited the library on Friday, January 31. Darla read stories to the group of 42 students, teachers and parents.

Darla Lager
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7. Library Use Report

495 OPL patrons downloaded 1,149 e-books and 675 e-Audio items in January 2020 through the Overdrive database.

27 patrons downloaded 348 songs using FREEGAL; and 20 patrons streamed 694 songs. 192 Hoopla users checked out 611 items.

CKI & CKO - physical items				Jan-20	CKI & CKO - physical items				Jan-19
bp	Checkin	Normal CKI		1,458	bp	Checkin	Normal CKI		1,285
bp	Checkin	Late Checkin		301	bp	Checkin	Late Checkin		234
		BP TOTAL CKI		1,759			BP TOTAL CKI		1,519
bp	Checkout	First Time CKO		1,403	bp	Checkout	First Time CKO		1,382
bp	Checkout	Phone Renewal		163	bp	Checkout	Phone Renewal		144
bp	Checkout	Other Renewal		72	bp	Checkout	Other Renewal		71
bp	Checkout	Opac Renewal		114	bp	Checkout	Opac Renewal		47
bp		BP TOTAL CKO		1,752	bp		BP TOTAL CKO		1,644
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CKI & CKO - physical items				Jan-20	CKI & CKO - physical items				Jan-19
owat	Checkin	Normal CKI		11,605	owat	Checkin	Normal CKI		13,572
owat	Checkin	Late Checkin		2,282	owat	Checkin	Late Checkin		2,728
		OPL TOTAL CKI		13,887			OPL TOTAL CKI		16,300
owat	Checkout	First Time CKO		12,876	owat	Checkout	First Time CKO		14,404
owat	Checkout	Phone Renewal		389	owat	Checkout	Phone Renewal		723
owat	Checkout	Other Renewal		552	owat	Checkout	Other Renewal		620
owat	Checkout	Opac Renewal		903	owat	Checkout	Opac Renewal		1,178
owat		OPL TOTAL CKO		14,720	owat		OPL TOTAL CKO		16,925
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New Borrowers January 2020					Library Visits January 2020				
bp				6	bp				917
owat				89	owat				10,558
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ILL/Loaned January 2020					ILL/Borrowed January 2020				
bp				597	bp				260
owat				1,602	owat				1,201
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a. **Upcoming Programs** We will be showing of the film “Harriet” on February 27 at 2pm. We will be hosting a program for the University of Minnesota Extension Master Gardeners of Steele County at 6:30pm on Thursday, March 12 in the Gainey Room. The program is titled “Gardening for Everyone”. It is the first of a three part series to take place over the course of the year. We will also be hosting Minnesota Book Award winning author Sarah Stonich on Tuesday, April 21.

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8. SELCO Update

Director Blando reported that the SELCO Advisory Group received a modified ILS contract to share with their Library boards.

9. Library Updates

Director Blando will be attending the Public Library Association Conference in Nashville from February 25-29. The library has been designated a Questionnaire Assistance Center (QAC) for Census 2020. We will have staff trained to help people in in answering questions they may have in filing out their census forms. Blando is also working on the Annual Report for the Library. President Erickson and Director Blando will be meeting with Eagle Scout Alex Lowery to discuss his elevated gardens project.

10. Renovation Update

Painting in Children's Services is now completed. The first floor staff area and the entryway to the library were also completed.

Adjourn

Trustee Tryhus made a motion to adjourn and Vice President Pfeifer seconded the motion. All members voted aye in approval.

The meeting adjourned at 5:10pm.

Submitted by Mark Blando