

April 21st, 2020

Unapproved Minutes of Owatonna Public Library Board of Trustees

Virtual Zoom Meeting

105 North Elm Ave.

Tuesday, April 21st, 2020 4:30pm

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, April 21st, 2020. In attendance were President Meredith Erickson, Vice President John Pfeifer, Trustee Christy Tryhus, Trustee Karen Malin, Administrative Assistant Robin and Library Director Mark Blando. Absent was Trustee Trudy Severson.

1. Call to Order

The virtual 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

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

4. Approve Minutes

Trustee Malin made a motion to approve the minutes of the February 2020 meeting (no March meeting) and Vice President Pfeifer seconded the motion. All members voted aye in approval.

5. Financial Report

Director Blando stated that a financial report will not be presented due to the facilities closure. Every department head is required to come up with an individual plan of their own. Blando noted that book fine and copies revenue losses have been realized due to the closure of the Library.

Director Blando also stated that the City of Owatonna is observing a hiring freeze at this time.

6. Children’s Report – not available at this time.

7. Library Use Report

CKI & CKO - physical items				Mar-20	CKI & CKO - physical items				Mar-19
bp	Checkin	Normal CKI	1,231		bp	Checkin	Normal CKI	1,637	
bp	Checkin	Late Checkin	153		bp	Checkin	Late Checkin	220	
			BP TOTAL CKI	1,384				BP TOTAL CKI	1,857
bp	Checkout	First Time CKO	1,272		bp	Checkout	First Time CKO	1,716	
bp	Checkout	Phone Renewal	61		bp	Checkout	Phone Renewal	121	
bp	Checkout	Other Renewal	25		bp	Checkout	Other Renewal	63	
bp	Checkout	Opac Renewal	80		bp	Checkout	Opac Renewal	106	
			BP TOTAL CKO	1,438				BP TOTAL CKO	2,006
CKI & CKO - physical items				Mar-20	CKI & CKO - physical items				Mar-19
owat	Checkin	Normal CKI	9,697		owat	Checkin	Normal CKI	14,538	
owat	Checkin	Late Checkin	1,269		owat	Checkin	Late Checkin	2,371	
			OPL TOTAL CKI	10,966				OPL TOTAL CKI	16,909
owat	Checkout	First Time CKO	9,984		owat	Checkout	First Time CKO	15,034	
owat	Checkout	Phone Renewal	274		owat	Checkout	Phone Renewal	381	
owat	Checkout	Other Renewal	339		owat	Checkout	Other Renewal	739	
owat	Checkout	Opac Renewal	556		owat	Checkout	Opac Renewal	988	
			OPL TOTAL CKO	11,153				OPL TOTAL CKO	17,142
New Borrowers March 2020				Library Visits March 2020					
bp	4			bp	492				
owat	65			owat	6,571				
ILL/Loaned March 2020				ILL/Borrowed March 2020					
bp	337			bp	137				
owat	758			owat	684				

a. **Upcoming Programs** The upcoming programs are on hold for now until it is determined when the Library will be opening to the public.

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8. SELCO Update

Vice President Pfeifer stated that a virtual Selco meeting is scheduled for next week. He also stated that Selco approved a \$10,000 increase regarding electronic Overdrive books available to Patrons.

9. Library Updates

Director Blando is working to get the Library up and running for curbside drive through book service.

Children's Librarian Darla Lager is continuing virtual Storytime on Tuesdays and Thursdays. Director Blando mentioned that he has uploaded some Youtube videos on the OPL Facebook Page that can be viewed.

Director Blando is hopeful the Daycare deliveries will begin soon. He will be checking with the Kiwanis folks to ensure they are still willing to do the delivery services.

The Summer Reading Program will likely be moving to a virtual platform. We will be exploring options to make these programs available on the Public Access Channel if possible. This will allow kids that do not have access to computers to view the program on the television.

Plans for the OPL Children's Garden will be firmed up in the next few weeks. Director Blando stated that he will be contacting our garden manager, Louanne Kaupa for confirmation in the near future.

10. Renovation Update

Painting in Children's Services has been completed except for a small area in Children's Services. The first floor staff area and the entryway to the library were also completed.

Adjourn

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

The meeting adjourned at 5:08 pm.

Respectfully Submitted by Robin Spande