

Approved Minutes of Owatonna Public Library Board of Trustees

Microsoft Teams Meeting

Tuesday, May 18 2021

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, May 18, 2021. The meeting was held virtually on Microsoft Teams In attendance were President Meredith Erickson, Vice President John Pfeifer, Trustee Karin Malin, Trustee Trudy Severson and Library Director Mark Blando. Absent was Trustee Christy Tryhus.

**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 April 2021 meeting. The motion was approved.

**5. Financial Report**

Blando reported that the budget is on track with 61% remaining. There was work done on the fire doors this past month. Blando also stated that work on the 2022 budget will begin next month.

**6. Children's Services Report for April 2021**

See Attached

**7. Library Use Report**

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

CKI & CKO - physical items				Apr-21	CKI & CKO - physical items				Apr-20
bp	Checkin	Normal CKI		1,063	bp	Checkin	Normal CKI		267
bp	Checkin	Late Checkin		63	bp	Checkin	Late Checkin		3
		<b>BP TOTAL CKI</b>		<b>1,126</b>			<b>BP TOTAL CKI</b>		<b>270</b>
bp	Checkout	First Time CKO		926	bp	Checkout	First Time CKO		41
bp	Checkout	Phone Renewal		98	bp	Checkout	Phone Renewal		4
bp	Checkout	Other Renewal		44	bp	Checkout	Other Renewal		2
bp	Checkout	Opac Renewal		90	bp	Checkout	Opac Renewal		1
bp		<b>BP TOTAL CKO</b>		<b>1,158</b>	bp		<b>BP TOTAL CKO</b>		<b>48</b>
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CKI & CKO - physical items				Apr-21	CKI & CKO - physical items				Apr-20
owat	Checkin	Normal CKI		7,044	owat	Checkin	Normal CKI		102
owat	Checkin	Late Checkin		683	owat	Checkin	Late Checkin		0
		<b>OPL TOTAL CKI</b>		<b>7,727</b>			<b>OPL TOTAL CKI</b>		<b>102</b>
owat	Checkout	First Time CKO		6,648	owat	Checkout	First Time CKO		52
owat	Checkout	Phone Renewal		182	owat	Checkout	Phone Renewal		4
owat	Checkout	Other Renewal		238	owat	Checkout	Other Renewal		4
owat	Checkout	Opac Renewal		793	owat	Checkout	Opac Renewal		42
1231		<b>OPL TOTAL CKO</b>		<b>7,861</b>	owat		<b>OPL TOTAL CKO</b>		<b>102</b>

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New Borrowers April 2021		Library Visits April 2021	
bp	3	bp	557
owat	28	owat	2,504

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ILL/Loaned Apr 2021		ILL/Borrowed Apr 2021		ILL/Loaned Apr 2020		ILL/Borrowed Apr 2020	
bp	370	bp	230	bp	13	bp	0
owat	1,400	owat	1,336	owat	7	owat	0

**a. Upcoming Programs**

Library staff will be doing a virtual shout out to schools in the next couple of weeks. Reading logs have been sent off the schools as we get ready to kick off our Tails and Tales Summer Reading Program. We are also working on activities for our Beanstack online app as well. Staff are working on a plan for Take and Makes for kids throughout the summer.

**8. SELCO Update**

Pfeifer reported that SELCO is looking into how Local Requests are handled by libraries.

**9. Library Updates**

The library will be implementing new hours for the summer. We will be open Monday and Thursday from 9am-8pm. Tuesday, Wednesday and Friday hours will be 9am-5pm and Saturday will be 9am-noon. We will be bringing back Robin Spande, Joan Rasmussen and Deb Praus. The Reading Room and meeting rooms will once again be available. There will no longer be capacity or time limits.

The new self-checks have been installed. We have two upstairs and two downstairs. These were purchased with CARES Act funds last year. We look forward to taking advantage of their advance functionally.

We have found out that Louanne Kaupa will not be returning to work on the garden this summer. Meredith Erickson and Director Blando met with her to go over the transition process and to see what role the Master Gardeners will be able to play.

Blando reported that the Owatonna Public Library was one of the recipients of the Parks Pass Program from the Minnesota DNR. This program allows families in need to check out a State Parks Pass for 7 days. The three passes will be shared with the Blooming Prairie library as well. We are looking at the best ways to get the passes to those who need them most.

The library will be hosting Summer Meals again this year. The setup will be the same as last year with sack lunches being grab and go.

#### **10. Renovation Update**

No update

#### **11. Board Officials**

We are keeping the same officers for the next board year. Meredith Erikson-President, John Pfeifer-V.P. and Trudy Severson-Secretary.

#### **Adjourn**

A motion was made to adjourn by Malin and seconded by Pfeifer. All aye. The meeting adjourned at 5:10pm

Submitted by Mark Blando