

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Ave.

Tuesday, August 18, 2020 4:30pm

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, August 18, 2020. In attendance were President Meredith Erickson, Vice President John Pfeifer, Trustee Trudy Severson, Trustee Christy Tryhus, Trustee Karin Malin and Library Director Mark Blando. .

**1. Call to Order**

The meeting was called to order by Vice President Pfeifer 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**

Malin moved, Pfeifer seconded to approve the minutes of the July 2020 meeting. The motion was approved.

**5. Financial Report**

The budget is on track after 7 1/2 months. We will have an upcoming expense with the repair to the roof.

**6. Children's Services Report for August 2020**

See Attached.

**7. Library Use Report**

*Physical Materials circulation, New Borrowers, ILL, Visits  
July 2020 at BPBL OPL*

CKI & CKO - physical items				Jul-20	CKI & CKO - physical items				Jul-19
bp	Checkin	Normal CKI		1,012	bp	Checkin	Normal CKI		2,184
bp	Checkin	Late Checkin		15	bp	Checkin	Late Checkin		338
<b>BP TOTAL CKI</b>				<b>1,027</b>	<b>BP TOTAL CKI</b>				<b>2,522</b>
bp	Checkout	First Time CKO		744	bp	Checkout	First Time CKO		2,046
bp	Checkout	Phone Renewal		108	bp	Checkout	Phone Renewal		165
bp	Checkout	Other Renewal		25	bp	Checkout	Other Renewal		98
bp	Checkout	Opac Renewal		127	bp	Checkout	Opac Renewal		117
bp	<b>BP TOTAL CKO</b>			<b>1,004</b>	bp	<b>BP TOTAL CKO</b>			<b>2,426</b>

  

CKI & CKO - physical items				Jul-20	CKI & CKO - physical items				Jul-19
owat	Checkin	Normal CKI		5,558	owat	Checkin	Normal CKI		16,053
owat	Checkin	Late Checkin		159	owat	Checkin	Late Checkin		2,781
<b>OPL TOTAL CKI</b>				<b>5,717</b>	<b>OPL TOTAL CKI</b>				<b>18,834</b>
owat	Checkout	First Time CKO		4,529	owat	Checkout	First Time CKO		15,648
owat	Checkout	Phone Renewal		162	owat	Checkout	Phone Renewal		487
owat	Checkout	Other Renewal		148	owat	Checkout	Other Renewal		742
owat	Checkout	Opac Renewal		553	owat	Checkout	Opac Renewal		1,138
owat	<b>OPL TOTAL CKO</b>			<b>5,392</b>	owat	<b>OPL TOTAL CKO</b>			<b>18,015</b>

New Borrowers July 2020		Library Visits July 2020	
bp	5	bp	83
owat	17	owat	NA

ILL/Loaned July 2020		ILL/Borrowed July 2020		ILL/Loaned July 2019		ILL/Borrowed July 2019	
bp	511	bp	254	bp	580	bp	345
owat	1,414	owat	1,486	owat	1,570	owat	1,311

### a. Upcoming Programs

SELCO will make available to all libraries the author talks that were originally scheduled for the spring. The virtual author visits will begin in October. We are also looking to have our September visit from author Chad Lewis turned into a virtual visit. Staff continues to look into more virtual and online offerings. We also are planning for our Story Walk in conjunction with Parks and Rec. We hope to have it at the end of September/early October.

### 8. SELCO Update

The new mobile app is live. SELCO had released the Blue Cloud mobile app to both Google and Apple stores. It can be found by searching "SELCO Libraries".

### 9. Library Updates

No contact delivery use remains steady. Staff will be looking to expand services within the next month. The Take and Makes have been very popular. We will be looking at providing adult and teen projects in the near future.

### 10. Renovation Update

We are looking for one more bid for our bathroom project. We should have it within the next couple of weeks.

**Adjourn**

A motion was made to adjourn by Tryhus and seconded by Malin. All aye. The meeting adjourned at 5:17pm

Submitted by Mark Blando