

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Ave.

Tuesday, September 15, 2020 4:30pm

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, September 15, 2020. In attendance were President Meredith Erickson, Vice President John Pfeifer, Trustee Trudy Severson, Trustee Karin Malin 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

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

5. Financial Report

The library is under budget through 9 ½ months. Blando gave his budget presentation to the City Council on August 18. The final budget approval process will be in December. Blando is working on getting approval of two new self-checks through CARES funding.

6. Children's Services Report for September 2020

We are looking to hold our Story Walk on a Saturday in October. We will hold the one in Blooming Prairie the following Sunday. We have chosen the book "If You Give a Mouse a Cookie". We will be providing milk (or juice), cookies and many activities for families to take part in.

7. Library Use Report

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

CKI & CKO - physical items				Aug-20	CKI & CKO - physical items				Aug-19
bp	Checkin	Normal CKI		1,005	bp	Checkin	Normal CKI		1,820
bp	Checkin	Late Checkin		21	bp	Checkin	Late Checkin		303
BP TOTAL CKI				1,026	BP TOTAL CKI				2,123
bp	Checkout	First Time CKO		753	bp	Checkout	First Time CKO		1,685
bp	Checkout	Phone Renewal		40	bp	Checkout	Phone Renewal		133
bp	Checkout	Other Renewal		35	bp	Checkout	Other Renewal		36
bp	Checkout	Opac Renewal		92	bp	Checkout	Opac Renewal		143
bp	BP TOTAL CKO			920	bp	BP TOTAL CKO			1,997

CKI & CKO - physical items				Aug-20	CKI & CKO - physical items				Aug-19
owat	Checkin	Normal CKI		5,156	owat	Checkin	Normal CKI		13,685
owat	Checkin	Late Checkin		216	owat	Checkin	Late Checkin		2,496
OPL TOTAL CKI				5,372	OPL TOTAL CKI				16,181
owat	Checkout	First Time CKO		3,791	owat	Checkout	First Time CKO		13,353
owat	Checkout	Phone Renewal		193	owat	Checkout	Phone Renewal		457
owat	Checkout	Other Renewal		169	owat	Checkout	Other Renewal		560
owat	Checkout	Opac Renewal		569	owat	Checkout	Opac Renewal		1,033
owat	OPL TOTAL CKO			4,722	owat	OPL TOTAL CKO			15,403

New Borrowers August 2020		Library Visits August 2020	
bp	4	bp	417
owat	13	owat	NA

ILL/Loaned August 2020		ILL/Borrowed August 2020		ILL/Loaned August 2019		ILL/Borrowed August 2019	
bp	438	bp	229	bp	457	bp	275
owat	1,224	owat	1,430	owat	1,547	owat	1,050

a. Upcoming Programs

Author Chad Lewis will be giving us a prerecorded presentation of his program "Paranormal Minnesota" to share with our Facebook users. Chad was originally scheduled to visit our library in September. We are looking at other virtual programs including more author talks, escape rooms and Legos.

8. SELCO Update

SELCO has switched over to a new software for producing library reports. Blue Cloud Analytics has replaced Web Reporter. Staff is just getting up and running with the new software and is keeping notes on its performance.

9. Library Updates

The library will begin browsing and internet appointments on Monday, September 28. Appointment will last 45 minutes and numbers will be limited due to capacity restraints. We will continue our No Contact pick up but will be moving it from the entryway to the area outside Children's Services. We will be bringing back two part time staff members to help with the implementation of

these new services. Blando will be attending the annual MLA conference next month. The conference will be held virtually this year.

10. Renovation Update

No update

Adjourn

A motion was made to adjourn by Pfeifer and seconded by Malin. All aye. The meeting adjourned at 5:25pm

Submitted by Mark Blando