

Approved Minutes of Owatonna Public Library Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Ave.

Tuesday, February 19, 2019 4:30pm

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

No visitors attended and no comments were presented.

4. Approve Minutes

Tryhus moved, Severson seconded to approve the minutes of the January 2019 meeting. The motion was approved.

5. Financial Report

After 2 months, the library is on track with 95% of the budget remaining. A note was made on the budget line that covers cleaning services. It will be much higher this year due to the change in service providers.

6. Children's Services Report for January 2019

See attached document.

7. Library Use Report

451 OPL patrons checked out 1,361 e-books and 588 e-Audio items in January 2019 through the Overdrive database. This is an all-time record of Overdrive/Libby use at OPL.

Using Freegal, 41 patrons downloaded 586 songs and 37 patrons streamed 1,283 songs. 152 Hoopla users checked out 483 items. This is an all-time high for Hoopla!

| | | | | | | | | | |
|---------------------------------------|----------------------|----------------|---------------|---------------------------------|---------------------------------------|----------------------|----------------|---------------|------------------|
| CKI & CKO - physical items | | | | Jan. 2019 | CKI & CKO - physical items | | | | Jan. 2018 |
| bp | Checkin | Normal CKI | 1,285 | | bp | Checkin | Normal CKI | 1,417 | |
| bp | Checkin | Late Checkin | 234 | | bp | Checkin | Late Checkin | 242 | |
| BP TOTAL CKI | | | 1,519 | | BP TOTAL CKI | | | 1,659 | |
| bp | Checkout | First Time CKO | 1,382 | | bp | Checkout | First Time CKO | 1,502 | |
| bp | Checkout | Phone Renewal | 144 | | bp | Checkout | Phone Renewal | 92 | |
| bp | Checkout | Other Renewal | 71 | | bp | Checkout | Other Renewal | 39 | |
| bp | Checkout | Opac Renewal | 47 | | bp | Checkout | Opac Renewal | 88 | |
| bp | BP TOTAL CKO | | 1,644 | | bp | BP TOTAL CKO | | 1,721 | |
| CKI & CKO - physical items | | | | Jan. 2019 | CKI & CKO - physical items | | | | Jan. 2018 |
| owat | Checkin | Normal CKI | 13,572 | | owat | Checkin | Normal CKI | 12,981 | |
| owat | Checkin | Late Checkin | 2,728 | | owat | Checkin | Late Checkin | 2,608 | |
| OPL TOTAL CKI | | | 16,300 | | OPL TOTAL CKI | | | 15,589 | |
| owat | Checkout | First Time CKO | 14,404 | | owat | Checkout | First Time CKO | 14,343 | |
| owat | Checkout | Phone Renewal | 723 | | owat | Checkout | Phone Renewal | 393 | |
| owat | Checkout | Other Renewal | 620 | | owat | Checkout | Other Renewal | 850 | |
| owat | Checkout | Opac Renewal | 1,178 | | owat | Checkout | Opac Renewal | 854 | |
| owat | OPL TOTAL CKO | | 16,925 | | owat | OPL TOTAL CKO | | 16,440 | |
| New Borrowers Jan. 2019 | | | | Library Visits Jan. 2019 | | | | | |
| bp | 4 | | | bp | 871 | | | | |
| owat | 94 | | | owat | 11,082 | | | | |
| ILL/Loaned Jan. 2019 | | | | ILL/Borrowed Jan. 2019 | | | | | |
| bp | 492 | | | bp | 279 | | | | |
| owat | 1,641 | | | owat | 1,443 | | | | |

a. Upcoming Programs

Showing of the film "A Star is Born" on February 28 at 2pm

8. SELCO Update

Director Blando reported that SELCO has changed their organizational structure. A conference call was held discussing the changes and what to expect going forward.

9. New Business

a. Donations and Fundraising

Trustee Erickson commented on donations that will be coming in for Richard Tollefson, a former attorney in Owatonna, who passed away earlier in the month and directed all memorials be sent to the library. A discussion was held about possible fundraising ideas for the library. An annual event was the preferred option. The board and director will look into ideas.

10. Old Business

a. Strategic Planning

The staff will continue to look at the best methodology for putting together the community survey.

b. Library Updates

Blando informed the board that Deb Praus has accepted the part time position in Adult Services. Her position has been advertised internally. The Winter Reading Program has kicked off. Library users who read five books get a free book bag and are entered into a drawing for a Kindle Fire. Blando also reported that Library Legislative day is February 26th. He also stated that he has begun work on the Annual Report. The Twin Cities Sisters in Crime program on Saturday, February 16 brought in 15 people.

c. Budget and Capital Improvement

No Update

d. Space Allocation Study

Blando and Facilities Manager Aaron Fitzloff will be working with OPU to discuss the options for new lighting in the library.

Adjourn

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

Submitted by Mark Blando

