

Unapproved Minutes of Owatonna Public Library

Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Thursday, January 18<sup>th</sup>, 2024 at 4:30p.m.

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday, December 21st, 2023. The meeting was held in the Owatonna Public Library Gainey Room. In attendance were President Trudy Severson, Vice President Amy Tapp, Trustee Karen Malin, Trustee Quinn Meyer, Trustee Julianna Skulzacek, Library Director Mark Blando and Administrative Technician Robin Spande.

**1. Call to Order**

The meeting was called to order by President Severson at 4:30pm.

**2. Reminder of Open Meeting Law**

The open meeting law applies to board meetings.

**3. Public Comments**

No Public Comments

**4. Approve Minutes**

Trustee Karen Malin moved and Trustee Tapp seconded to approve the minutes of the December 2023 meeting. All aye and the motion approved.

**5. Children's Services Report December 2023**

See attached

**6. Financial Report**

Blando reported that there is not much to report on the budget as it is the beginning of the year. However, \$45,000 has been approved for the (CIP) Capital Improvement Plan. Plans to use the funds for the library include shelving, lighting, etc.

## 7. Library Use Report

<b>CKI &amp; CKO - physical items</b>				<b>Dec-23</b>	<b>CKI &amp; CKO - physical items</b>				<b>Dec-22</b>
bp	Checkin	Normal CKI	952		bp	Checkin	Normal CKI	1,113	
bp	Checkin	Late Checkin	266		bp	Checkin	Late Checkin	272	
		<b>BP TOTAL CKI</b>	<b>1,218</b>				<b>BP TOTAL CKI</b>	<b>1,385</b>	
bp	Checkout	First Time CKO	1,039		bp	Checkout	First Time CKO	1,126	
bp	Checkout	Phone Renewal	103		bp	Checkout	Phone Renewal	110	
bp	Checkout	Other Renewal	39		bp	Checkout	Other Renewal	52	
bp	Checkout	Opac Renewal	104		bp	Checkout	Opac Renewal	155	
bp		<b>BP TOTAL CKO</b>	<b>1,285</b>		bp		<b>BP TOTAL CKO</b>	<b>1,443</b>	
<b>CKI &amp; CKO - physical items</b>				<b>Dec-23</b>	<b>CKI &amp; CKO - physical items</b>				<b>Dec-22</b>
owat	Checkin	Normal CKI	8,743		owat	Checkin	Normal CKI	9,019	
owat	Checkin	Late Checkin	1,955		owat	Checkin	Late Checkin	2,129	
		<b>OPL TOTAL CKI</b>	<b>10,698</b>				<b>OPL TOTAL CKI</b>	<b>11,148</b>	
owat	Checkout	First Time CKO	9,253		owat	Checkout	First Time CKO	9,744	
owat	Checkout	Phone Renewal	226		owat	Checkout	Phone Renewal	214	
owat	Checkout	Other Renewal	286		owat	Checkout	Other Renewal	307	
owat	Checkout	Opac Renewal	1,047		owat	Checkout	Opac Renewal	948	
owat		<b>OPL TOTAL CKO</b>	<b>10,812</b>		owat		<b>OPL TOTAL CKO</b>	<b>11,213</b>	
<b>New Borrowers Dec 2023</b>				<b>Library Visits Dec 2023</b>	<b>New Borrowers Dec 2022</b>				<b>Library Visits Dec 2022</b>
bp	3			bp	605			bp	194
owat	167			owat	5,646			owat	1,018
<b>ILL/Loaned Dec 2023</b>				<b>ILL/Borrowed Dec 2023</b>	<b>ILL/Loaned Dec 2022</b>				<b>ILL/Borrowed Dec 2022</b>
bp	388			bp	183			bp	194
owat	964			owat	855			owat	1,018

## **8. Upcoming Programs**

We recently featured a Trivia night that was a big success! The contest was well received by the patrons. In addition we offered an evening of Nintendo Switch/ Smash Brothers event. It was attended by approximately 25 kids.

Adult puzzle night will be offered Thursday January 25<sup>th</sup> in the Reading Room from 6:00 – 8:00 pm. This program proved to be very popular with ten teams of four or less signing up in record time.

Joseph Mbele from Tanzania will be coming to visit next week on February 8<sup>th</sup> at 6:30 pm in the Gainey Room. His talk will be "Cultural Differences Between Africans and Americans." He will offer an engaging and entertaining talk about cultural differences which cause misunderstandings and conflicts between Africans and Americans.

Join us on Thursday, January 25<sup>th</sup> at 2:00 p.m. for a showing of the movie Selma in the Gainey Room.

We also will be featuring a “Blind date with a Book” event that will be coming up in February in conjunction with Valentines Day. In addition we will be featuring a “Anti Valentines Day” event that will showcase books that we do not love.

The Diane and Allan Page Collection has assembled banners that will demonstrate Black History month. These banners will be on display in our reading room.

Our first podcast will be coming up next week. Our first topic will be the Dewey Decimal system. It will be released next month. This promises to be a monthly event and will be featured on the city/government page.

## **9. SELCO Update**

SELCO is working toward a new ILS program. This will be a huge undertaking for all SELCO Libraries. There was no December meeting.

## **10. Library Updates**

The City held an “All Hands Meeting” on January 17<sup>th</sup> at the Owatonna Arts Center. Staff were issued a new shirt and a group picture was taken in the City Chambers.

The long awaited Makerspace will be up and running next month. We will begin advertising very soon. We will be able to print two colors at a time. This will be a staff involved process. At this point it is a free service that is provided by the Library. This is possible due to financial support from the Library Foundation.

Blando indicated that there have been incidents of callers that threaten

libraries so we need to be aware of this situation.

A new law has been put in place that designates that an employee will earn sick leave as long as 80 hours/year is satisfied.

The 125<sup>th</sup> Birthday of the Owatonna Public Library is coming up and we will be planning a birthday party in February 2025.

### **Adjourn**

A motion to adjourn was made by Vice President Ann Tapp and seconded by Trustee Quinn Meyer. All aye. The meeting adjourned at 5:23 pm.

The next board meeting will be Thursday, February 15, 2024 at 4:30pm. President Severson and Trustee Malin indicated that they will not be able to attend this meeting.

Respectfully submitted by Robin Spande