

Approved Minutes of Owatonna Public Library

Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Thursday, January 18th, 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

CKI & CKO - physical items			Dec-23			CKI & CKO - physical items			Dec-22						
bp	Checkin	Normal CKI	952			bp	Checkin	Normal CKI	1,113						
bp	Checkin	Late Checkin	266			bp	Checkin	Late Checkin	272						
		BP TOTAL CKI	1,218					BP TOTAL CKI	1,385						
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		BP TOTAL CKO	1,285			bp		BP TOTAL CKO	1,443						
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----						
CKI & CKO - physical items			Dec-23			CKI & CKO - physical items			Dec-22						
owat	Checkin	Normal CKI	8,743			owat	Checkin	Normal CKI	9,019						
owat	Checkin	Late Checkin	1,955			owat	Checkin	Late Checkin	2,129						
		OPL TOTAL CKI	10,698					OPL TOTAL CKI	11,148						
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		OPL TOTAL CKO	10,812			owat		OPL TOTAL CKO	11,213						
New Borrowers Dec 2023				Library Visits Dec 2023											
bp	3			bp	605										
owat	167			owat	5,646										
ILL/Loaned Dec 2023				ILL/Borrowed Dec 2023				ILL/Loaned Dec 2022				ILL/Borrowed Dec 2022			
bp	388			bp	183			bp	365			bp	194		
owat	964			owat	855			owat	985			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 25th 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 8th 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 25th 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 17th 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 125th 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