

Approved Minutes of Owatonna Public Library

Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Tuesday, September 21st, 4:30 PM

The Owatonna Public Library Board of Trustees held the monthly meeting on Tuesday, September 21, 2021. The meeting was held in the Owatonna Public Library Gainey Room. In attendance were President Meredith Erickson, Vice President John Pfeifer, Trustee Karin Malin, Trustee Trudy Severson, Library Director Mark Blando and Administrative Assistant Robin Spande. 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**

Roger Wacek was in attendance and offered comments regarding the responsible use of gas/electricity for the next generation to come.

**4. Approve Minutes**

Pfeifer moved and Malin seconded to approve the minutes of the July 2021 meeting. All aye and the motion approved.

**5. Financial Report**

Blando reported that the budget is on track for this month. The fire doors on each side of the elevator in Adult Services are no longer functional. One fire door was tripped outside of business hours and needed to be hoisted up into an open position. The fire doors are no longer needed due to the sprinkler system that is currently in place.

Blando also mentioned that one of the AC units in the server room is down and will require approximately \$5,000 to replace.

**6. Children's Services Report for August 2021**

See Attachment

## 7. Library Use Report

<b>CKI &amp; CKO - physical items</b>				<b>Aug-21</b>	<b>CKI &amp; CKO - physical items</b>				<b>Aug-20</b>
bp	Checkin	Normal CKI	1,444		bp	Checkin	Normal CKI	1,005	
bp	Checkin	Late Checkin	255		bp	Checkin	Late Checkin	21	
		<b>BP TOTAL CKI</b>	<b>1,699</b>				<b>BP TOTAL CKI</b>	<b>1,026</b>	
bp	Checkout	First Time CKO	1,181		bp	Checkout	First Time CKO	753	
bp	Checkout	Phone Renewal	155		bp	Checkout	Phone Renewal	40	
bp	Checkout	Other Renewal	33		bp	Checkout	Other Renewal	35	
bp	Checkout	Opac Renewal	167		bp	Checkout	Opac Renewal	92	
bp		<b>BP TOTAL CKO</b>	<b>1,536</b>		bp		<b>BP TOTAL CKO</b>	<b>920</b>	
<b>CKI &amp; CKO - physical items</b>				<b>Aug-21</b>	<b>CKI &amp; CKO - physical items</b>				<b>Aug-20</b>
owat	Checkin	Normal CKI	9,870		owat	Checkin	Normal CKI	5,156	
owat	Checkin	Late Checkin	2,261		owat	Checkin	Late Checkin	216	
		<b>OPL TOTAL CKI</b>	<b>12,131</b>				<b>OPL TOTAL CKI</b>	<b>5,372</b>	
owat	Checkout	First Time CKO	9,936		owat	Checkout	First Time CKO	3,791	
owat	Checkout	Phone Renewal	344		owat	Checkout	Phone Renewal	193	
owat	Checkout	Other Renewal	265		owat	Checkout	Other Renewal	169	
owat	Checkout	Opac Renewal	1,034		owat	Checkout	Opac Renewal	569	
<b>1231</b>		<b>OPL TOTAL CKO</b>	<b>11,579</b>		owat		<b>OPL TOTAL CKO</b>	<b>4,722</b>	
<b>New Borrowers August 2021</b>				<b>Library Visits August 2021</b>					
bp	7			bp	630				
owat	98			owat	5,855				
<b>ILL/Loaned August 2021</b>				<b>ILL/Borrowed August 2021</b>	<b>ILL/Loaned August 2020</b>	<b>ILL/Borrowed August 2020</b>			
bp	438			bp	288	bp	438	bp	229
owat	1,399			owat	1,090	owat	1,224	owat	1,430

### **a. Upcoming Programs**

Blando stated that with the ongoing concerns with Covid, he is rethinking in person author visits. He has been working with bestselling Minnesota author Matt Goldman, but this may need to be virtual instead.

The Owatonna Art Center and the History Center is also promoting virtual visits as well.

However, an in-person event called “Dog’s Colorful Day” will be held on October 16<sup>th</sup>. The Children’s Story Walk will run from 10:00am -12 noon at Manthey Park in Owatonna. It will also be held from 1:30 pm to 3:30 pm in Blooming Prairie at Firemans Park. All children attending will be presented with a stuffed dog, and have an opportunity to place colored dots on their dog at various stations.

### **8. SELCO Update**

Pfeifer reported that the last SELCO meeting was cancelled. He also stated that the SELCO deliveries have moved from 8:30 am to 10:45 am which actually works out better. This service costs approximately \$250,000 per year.

### **9. Library Updates**

Blando reported that with the recent retirement of Bonnie Krueger, the staff are working hard to keep up with the workload. Currently, interviews are being held for a 28 hour part time position. Interviews are currently being held for two ten hour shelver positions. In addition, we are still running with limited hours through October.

Blando met with Andrew Langholz - City Administrator, from the City of Blooming Prairie to discuss increased funding from the County government. There has been no increase in funding since 2009 from local government.

Blando stated that the Budget Presentation is due on October 5. He also said that staff recommendations will be publicized in the Owatonna Peoples Press in the near future.

The Minnesota State Park Pass program is in full swing. The program will run through June 2022. The pass is valid for one full week.

### **10. Renovation Update**

Blando stated that a new restroom on the third floor Gainey room is currently being planned for the near future. Blando has been working with the Maintenance Manager to take the steps necessary to make this long awaited project happen.

Blando also talked about possible options for a new Teen Room that would include a 3D Printer, Laser cutter and possibly an opportunity for Podcast Development.

**Adjourn**

A motion to adjourn was made by Pfeifer and seconded by Severson. All aye. The meeting adjourned at 5:22 pm.

Respectfully submitted by Robin Spande