

BAYPORT PUBLIC LIBRARY BOARD MINUTES: February 20, 2018

PRESENT: Sara Wagner, Mary Ostertag, Jill Smith (Library Director), Pam Johnson, Erin Crowder, Linda Walters, Connie Carlson (Council Rep)

ABSENT: All present

GUESTS: None

CALL TO ORDER: Meeting was called to order by Sara W. at 6:03 PM.

PETITIONS TO CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Motion to accept the agenda by Sara W., 2nd by Erin C. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills

- **220 Operating supplies/library:** RFID tags (\$399.00) should last at least this year, probably part of next year; Library cards (\$349.00) will probably last five years.
- **302 Contract Services:** Sharon Sippel (\$15.00) should be \$1500.00.
- **420 Repair/maintenance/supplies-building:** MEI (\$172.86) for elevator service was for the annual inspection, which is necessary to get elevator license from the MN Department Labor.

Motion to approve bills for payment by Sara W. Second by Linda W. Motion carried.

Receipts

- **36220 Rental Income:** There is \$430 invoiced and \$575 in future bookings.
- **36230 Donations:** \$1000 came from the Master Gardeners and \$100 from the Tozer Foundation.
- **36240 Refunds & Reimb. Prof Fees:** The \$320.54 is from Washington County and Stillwater Library.

Motion to deposit receipts into the City of Bayport Library Fund by Sara W. Second by Mary O. Motion carried.

APPROVAL OF MINUTES: Motion to approve January minutes by Sara W. Second by Pam J. Motion carried.

PRESIDENT'S REPORT:

- Sara is going to ask Amy Zimmer about becoming a member of the library's PR committee as a community member.
- Promoting the public forums: PR committee; Jill is going to put it on Facebook and email the Gazette website; bookmarks to give people? Jill will have Laura take care of the bookmarks.

FOUNDATION FOR BPL REPORT:

- Met January 29 at Not Justa Bar
- The endowment is doing well.
- They agreed to funding for the following:
 - Jill's conference attendance,
 - Bug canopy and outdoor seating for the library booth at the Farmers' Market,
 - Envisionware, so patrons have wireless printing (but are not going to pay Washington County until it is installed and running.)
- They will check with Tammy V. (not present that evening) about joining our PR committee.

DIRECTOR'S REPORT:

- As submitted (see attached)
- Additional comments:
 - Kelly Michaelson, spring semester intern, was at the board meeting. She started a couple of weeks ago.
 - There will be another stuffed animal sleepover in the summer, when the library is open until 8:00.
 - Rob Elos did the shark program.
 - Jill is still working on details for the literacy cards for summer programming. Washington County is doing their own thing this summer, not with Bayport or Stillwater. Jill will see about working with Stillwater.
 - The library will be joining with BCAL for the ice cream social on Wednesday, June 6. The Roe Family singers will be performing.
 - Jill will investigate whether there is an easy tool to replicate the book cover display widget.
 - There is no sub for the February 22, while Jill is on vacation, so the baby story time will be cancelled.
 - Jill hasn't talked to Adam about the \$9000, which, as some kind of municipal bond, has value, but not usable value.

STRATEGIC PLAN:

Strategic Plan Update

- Jill will pull together the brainstormed ideas generated from the packet she provided and get it to the PR committee.

COMMITTEE REPORTS:

- Facility committee met on January 31.
- Completed projects:
 - Baby changing tables in men's main floor restroom and women's rest room.
 - Neon sign installed in teen room window.
- Projects to be completed:

- Get estimates for long term in regards for maintenance needs, updating from 2012 estimates, starting with checking with insurance to see if there is hail damage on roof, gutters and/or pillars.
- Meet with Washington County IT about installing computers and coming to agreement on IT regarding services going forward. (Jill has since met with Washington County IT about replacing the two staff computers in the next couple of weeks, and hopefully changing to the new computers and the new Envisionware at the same time. There is also another meeting scheduled in a month to keep moving forward and getting a written agreement in place.)
- Call Seigfried regarding the pillars; even if there is no hail damage, the external wood needs to be replaced.
- Call SavATree for tree trimming.
- Once major maintenance items are accomplished, children's area layout and shelving needs to be improved.
- Consider approaching the building inspector the Stillwater Library Director used for a long-range maintenance plan for a similar consultation.
- Stillwater Library also had a consult for their teen area. This contact may be able to give us suggestions for the first floor area.
- Do we have extra money left over from previous years? If so, what happens to this money? (2006 presentation to City Council by director Kathy MacDonald and Joe Reding with a huge amount of money in the library fund.)

COUNCIL REP REPORT:

- Inspiration is in the last stage of the 3rd phase.
- A hot topic is short term rentals. Right now there are six properties doing it-four in town and two in Inspiration.
- No one came to the meeting about the Andersen expansion.
- The property across the street from the fire station is being developed by Extreme Concrete for storage and office space.

BUSINESS:

OLD

- **Policy on Financial Resources and Donations:** Sara W. made a motion to accept the policy with the correction of "with" to "which." Second by Erin C. Motion carried.

NEW

- **Meeting Room Policy:** We will do approval next month.

ADJOURN: There being no other business, Sara W. made a motion to adjourn at 7:31. Second by Pam J. Motion carried. Meeting adjourned.

Next meeting: March 27 @ 6:00 PM.

Director's Report for February 2018

Internship

I have selected an intern, Kelly Michaelson, to work an unpaid internship over the spring semester. She is working on her library information technology degree at Minneapolis Community and Technical College. She will be working about 10 hours per week until May.

Information Technology

I am meeting with Washington County IT staff tomorrow morning to set a plan for the installation of our new computers and the management of our computers going forward.

Programming

We have had two full painting classes with 20 painters each in January and February. Six children dropped off their stuffed animals, and were very happy with their books the next day! Two children even sat in the library to write out stories.

Over spring break, we are having a shark program on Monday, March 19 at 2:00 pm and showing the movie *Coco* on Thursday, March 22 at 1:00 pm.

I am working to book a Mexican music and dance group for the Big Read in the St. Croix Valley during April. We will also have a book discussion here and the author will be in the area for an appearance in early May.

Summer programming plans are nearly complete. All of the performers have been booked, I am still working on details for the literacy cards and prizes for the participants.

Website/Facebook

Website increased slightly at about 19 users a day visiting the site. Mobile devices and tablets are used for 39% of visits. Patrons are not visiting the digital branch often, it may be time to rename the page. It is time to renew our contract for the book cover display widget. While I like this feature, the cost is \$500 per year, and I am not sure we are getting enough use to justify the cost. I will look into free alternatives, but at this point, I am not planning to renew.

Facebook Summary: We have 314 likes (up 3 since last month); over the past 28 days, we have reached 383 people, up 20% from last month, with 91 post engagements, up 15% from last month.

Other

I've started work on the annual report for 2017. Most numbers are similar to 2016's report. I will have the report ready to file at our March meeting.

I will be on vacation February 22 – February 27.