

**BAYPORT PUBLIC LIBRARY BOARD MINUTES: July 18, 2017**

**PRESENT:** Sara Wagner, Mary Ostertag, Jill Smith (Library Director), Pam Johnson, Erin Crowder, Linda Walters

**ABSENT:** Connie Carlson (Council Rep)

**GUESTS:** None

**CALL TO ORDER:** Meeting called to order by Sara W. at 6:05 PM

**PETITIONS TO CHAIR/VISITORS:** None

**ADOPTION/AMENDMENT TO THE AGENDA:** Motion to adopt agenda by Sara W., 2<sup>nd</sup> by Erin C. Motion carried.

**APPROVAL OF BILLS & RECEIPTS:**

**Bills:**

- Nothing out of the ordinary in library expenses.
- The Innovative bill for \$355.38 was for toner for the printers and should last over one year.
- The Nova bill for \$600.00 is the phone service contract.

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

**Receipts**

- **36220 Rental Income:** There should be some rental income coming in.
- **36240 Refunds & Reimb Prof Fees:** The \$60 is the last Lake Elmo card.

Motion to deposit receipts into the City of Bayport Library Fund by Sara W., second by Linda W. Motion carried.

**APPROVAL OF MINUTES:** Motion to approve June minutes by Sara W., second by Erin C. Motion carried.

**PRESIDENT'S REPORT:** The Stillwater Library installed hearing loops-in the ceiling or floor-so people with hearing aids can hear the speakers at programs. Is this something for us to think about?

Other items will be addressed through the rest of the agenda.

**FOUNDATION FOR BPL REPORT:**

- The board meets 6:00 on Monday night at Lakeside Park. Two things Jill is pursuing are:
  - Start a maintenance fund for gutters, etc.
  - A stipend for an intern
- Other considerations:
  - Start a capital fund for redoing the first floor.
  - Focus on community-building events, not so much focus on fund-raising.
  - Treats out at the library once a month, starting in September.

**DIRECTOR'S REPORT:**

- As submitted (see attached)
- Additional comments:
- Jill found Library Board By-laws; members should review them for the next meeting.
- After small turnouts (4, 0, 2) for movie nights and deciding to probably not do them next year, fifteen attended the last night.
- Jill is taking a cart of used books to the Farmers Market for Kids' Night.
- The state capitol reopening is August 11-13; Jill is doing a story time for this event.
- Jill will apply for a grant from State Library Services, which has mini-grants for STEM (\$1000-\$10,000).
- Matt, public works director, found finials for the fence at Lowes.
- Hope to get foundation to fund installing new gutters.
- Have the building inspector the city uses come through and give us a list of stuff that needs attention-pillars, tree-trimming, etc.
- Keith is willing to explore having us do our own IT. Thoughts about this:
  - Contract out: Look at cost of IT contractor city uses-or Stillwater uses.
  - There are some concerns about totally separating.
  - Explore staying with Washington County for some stuff.
  - Meet with Washington County IT and see if we can contract certain projects.

**STRATEGIC PLAN:** No updates.

**COMMITTEE REPORTS:**

- The finance committee met prior to the meeting.

**COUNCIL REP REPORT:** Rep absent.

**BUSINESS:**

**OLD—None**

**NEW**

- **2018 Hours and Budget:**
- Estimate 2018: Part Time
  - +2.5 %-cost of living increase
  - + \$2,500 for summer Saturdays (10:00 a.m. to 3:00 p.m.)-Closed Memorial Day, Labor Day weekend and 4<sup>th</sup> of July if it's on a Monday or Saturday.
  - Thursday hours: 10:00 a.m. to 8:00 p.m.-No added money, just shift staff
- Estimate 2018 H.S.A.: Waiting to hear from city.
- Estimate 2018 Contract Services: Saving with new copier.
- Some ideas of ways to save money:
  - Look at cleaning contract again.
  - Jill take over story time-save about \$3,000/year.
  - Add an intern.
  - As staff leave, restructure clerk position.
  - Foundation pay for flowers/pots.
  - In 2019, ask for more money from the city, as salaries go up, etc.

Motion to accept proposed 2018 budget by Sara W., second by Erin C. Motion carried.

**ADJOURN:** There being no other business, Sara W. made a motion to adjourn, second by Erin C. Motion carried. Meeting adjourned.

**Next meeting: August 15 @ 5:15 PM. Meeting will be at Mallards. We will have the meeting at 5:15 and eat afterwards.**

## **Director's Report for July 2017**

### **Programming**

The Summer Reading Program is still going great! 105 people attended the magician program, 69 attended the Climb Theatre performance, and 52 attended the Mixed Nuts show. We had 25, 30, 18 and 9 participants in our most recent Weird Science Wednesday. We had 13 attend the second painting class. We are having a small turnout for the evening movies – 4, 0 and 2, so we will probably not offer evening movies next year.

The Minnesota Authors Explored series continues to go well at Croixdale with attendance of 14 and 15 the last two weeks. I will be surveying residents to see if they would like another session in September.

For the fall, I have a flamenco guitar program planned for September 9 at 1:00 pm and Snake Discovery booked for October 14 at 1:00pm. I am also looking at continuing the painting series for kids, and perhaps adding a session for adults.

Summer Success, the summer enrichment program, has started at Andersen Elementary, and we are once again welcoming classes each week to get library cards and check out books. One class is working on comics, which they plan to present to library staff on their last visit to share their work.

I am planning a bridge building program for the afternoon of August 2 to celebrate the opening of the new bridge, and I am also working on a bookmark to commemorate the day that we can give out that week.

### **Website/Facebook**

Website use dropped slightly to about 21 users a day visiting the site. It is very steady, with hours and locations and events still the most popular pages.

Facebook Summary: We have 287 likes (up 3 since last month); over the past 28 days, we have reached 1571 people, up 151% from last month, with 95 post engagements, down 63% from last month.

### **Other**

I attended the meet the candidates breakfast for the Stillwater Library director finalists. I will update you when I hear who they have selected as their new director.

I have been contacted by SELCO, the regional system for southern Minnesota, to present a training workshop for their staff on collection development and maintenance. They will be compensating me for my time, so I will be using a vacation day for my presentation, which is scheduled for May 15, 2018. Please let me know if you have any concerns about me doing outside speaking engagements for other libraries.