

**BAYPORT PUBLIC LIBRARY BOARD MINUTES:** August 21, 2018

**PRESENT:** Sara Wagner, Erin Crowder, Jill Smith, Mary Ostertag, Pam Johnson, Connie Carlson

**ABSENT:** Linda Walters

**GUESTS:** None

**CALL TO ORDER:** Meeting called to order by Sara W. at 6:04 PM

**PETITIONS TO CHAIR/VISITORS:** None

**ADOPTION/AMENDMENT TO THE AGENDA:** Motion to accept the agenda by Sara W. with the addition of “change of meeting time for Sept. 18 meeting” under New Business, second by Pam J. Motion carried.

**APPROVAL OF BILLS & RECEIPTS:**

**Bills:**

- **321 Communication/phone, cable:** Two payments to Office of Information Technology was for two months.
- **402 Conferences and Schools:** \$220 to Minnesota Library Association is Annual Conference Registration.
- **420 Repair/maintenance/supplies-building:** \$150.29 to Mercury Electric for a bank of lights in the women’s restroom.
- **433 Dues & Membership:** \$200 to Minnesota Library Association is Annual Membership for Director.

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

**Receipts**

- **310000 General Property Taxes:** Property tax funds were deposited.
- **34760 Service Charges:** It was a good month--\$273.
- **36220 Rental Income:** \$1,045 has been invoiced and \$1,225 in bookings.
- **36233 Grants:** We received the full \$70,000 grant requested from the Fred C. and Katherine B. Andersen Foundation.
- **36240 Refunds & Reimb. Prof Fees:** We received \$314.86 in reimbursements from Washington County.

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

**APPROVAL OF MINUTES:** Motion to approve July minutes by Sara W. Second by Erin C. Motion carried.

**PRESIDENT’S REPORT:** Suggestions, thoughts, and suggestions Sara shared:

- Website: Still has Floyd Keller’s picture and the May book sale (Jill will remove); Homework help—found at Browse/Teens has a lot more than homework help (Jill will add info).
- How about a biography night—on a Monday or Thursday? Mr. Rogers is free, but RBG is \$345. Could be matinee and evening. Will talk to Croixdale.
- Lawn still needs attention: Lawn Green is coming out; need to get quotes on sprinkler system; someone to walk through to check out grounds—garbage cans, sidewalks clear, etc. Will talk to Susie about this.

#### **FOUNDATION FOR BPL REPORT:**

- Potluck at Lakeside Park on July 23<sup>rd</sup>.
- Approved the purchase of 5 starlings—used to track how much you’ve talked to your baby.
- Next meeting is October 22<sup>nd</sup> at the library.

#### **DIRECTOR’S REPORT:**

- As submitted (see attached)
- Additional comments:
  - At Night to Unite the pins were popular and several people signed up for the “free” library cards.
  - Forty people came to the Chamber Coffee. The event was held in Meeting Room C, but the whole library was open. There were some event planners in the group. Treats were from Bread Art. Jill had to make seven pots of coffee!
  - There will be another painting class the end of September. There will be an after school book club in October, reading *Wonder*. Also looking at an adult book group.

**STRATEGIC PLAN:** We will go through it in September.

**COMMITTEE REPORTS:** Facility Committee met August 16, 2018. Discussion included:

- City Council approved expenditure for the outside pillars. Jill will call Siegfried, hoping to get on their fall schedule.
- The bike racks in back of the building need to be replaced—could be swapped out with one from public works—or a new one?
- Meeting room discussion:
  - Bids for tables and chairs for both meeting rooms--\$28,000 to \$32,000.
  - Contact a designer to give us a consult on colors, paint, etc.
  - How to make the smaller meeting room more versatile?
  - Maybe designer could look at kids’ section downstairs and offer suggestions for both.
  - Grant proposal for Andersen will just be for upstairs meeting rooms. Grant is due by October 15, but want to get it done by end of September.
  - Jill wants to get bid on building long term maintenance. Mark from Stillwater library has contact he’s used. Also, need gutter estimate on non-copper and to know if roof has hail damage. Maybe insurance company could assess both.

#### **COUNCIL REP REPORT**

- The council is working on the budget.
- The bike lane was voted down.
- Susan St. Ores, Patrick McGann, and Michele Hanson all have terms expiring and are all running again.
- Patrick's going to be a dad.

**BUSINESS:**

**OLD**

- **Interlibrary Loan Policy:** Motion to approve the policy by Sara W. Second by Erin C. Motion carried.
- **Washington County IT agreement:** Did not get it back.
- **2019 Preliminary Budget:** 3% increase in preliminary budget; 13% increase in employee insurance.

**NEW**

- **Volunteer Policy:** Discussion. Will approve at September meeting.
- **Change of meeting time for September 18:** Our September meeting will start at 5:30 at the library, with dinner at the Wilder Scratch Kitchen following the meeting.

**ADJOURN:** There being no other business, Sara W. made a motion to adjourn. Second by Pam J. Meeting adjourned.

**Next meeting: September 18 @ 5:30 PM at library, followed by dinner at Wilder Scratch Kitchen.**

**A couple of points of interest shared after meeting: Yes, Jill is getting another intern; and, from the statistics, circulation is up 14%!**

**Director's Report for August**

**Andersen Grant**

We received the full \$70,000 that we requested from the Fred C. and Katherine B. Andersen Foundation. Next year's deadline has been moved up to June 19th.

**2019 Budget**

Response seemed positive at the city's budget workshop. I have not received any directives to change the preliminary budget I submitted. I discussed performance metrics with Adam, and the statistics we are already gathering for the state report will suffice. I will put together a brief dashboard type document that we can update quarterly with checkouts, visits, reference questions, and program attendance. I will include that in reports to both the Library Board and the City Council.

**Programming**

Summer programming was very successful! Attendance for the rest of our summer events was 39 for the Wonder Weavers, 34 for the movie *Jumanji*, 19 for our last summer painting class on August 7<sup>th</sup>, and 6 for stuffed animal sleepover on August 6. We only had 6 attend the Harry Potter Escape Room on August 11<sup>th</sup>. There was a lot of interest

from younger patrons, so we will look at having an all ages family escape room this fall.

We had 29 kids complete the summer reading activity card (25 completed the card in 2017), and we received 267 Read Write Draw entries (we had 132 entries in 2017). For teens, 22 completed Tic Tac Teen compared to 17 in 2017. We offered a total of 36 programs, compared to 33 in 2017, with 1140 people attending, compared to 906 in 2017.

For September, we are hosting Magician Michael Madden on Saturday, September 8 at 1:00 pm, and will be having a kids medallion hunt and book sale for Derby Days on Saturday, September 15. The kids medallion hunt will be at 1:00 pm, and the book sale will run from 9:00 – 4:00.

### **Website/Facebook**

Website stayed steady with about 20 users a day visiting the site. Mondays and Wednesdays are the busiest days.

Facebook Summary: We have 356 likes (up 8 since last month); over the past 28 days, we have reached 1282 people, up 100% from last month, with 469 post engagements, up 176% from last month. We have 9 new page followers again this month. Our most successful post was the post about the lemonade stand donations.

### **Other**

Nature backpacks funded by the Foundation are almost ready to circulate. We will start using the Starlings at baby storytime the week after Labor Day. I will bring a backpack and Starling pack to the Board meeting.