

BAYPORT PUBLIC LIBRARY BOARD MINUTES: April 16, 2019

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

ABSENT: None

CALLED TO ORDER: Meeting called to order at 6:03 p.m.

GUESTS: None

PETITIONS TO CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Sara W. made a motion to accept the agenda. Second by Mary O. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills:

- **321 Communications/phone, cable:** \$114.96 to Comcast. We had been getting a special deal, which expired, so the cost went up; Jill will look into another deal.
- **391 Shared Automation:** \$406.81 to Washington County Library-contributing to supporting RB Digital Magazines.
- **420 Repair/maintenance/supplies-building:** \$173.53 to MEI for elevator service, which is done every other month and is a mandate of the state.

Motion to approve bills by Sara W. Second by Erin C. Motion carried.

Receipts:

- **36220 Rental Income:** *\$775 in outstanding invoices; \$1005 in meeting room bookings.*
- **36230 Donations:** \$100 annual donation from Lake Elmo Bank.

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

APPROVAL OF MINUTES: Mary O. made a motion to approve the March minutes. Second by Sara W. Motion carried.

PRESIDENT'S REPORT:

- HealthPartners 5th Annual PowerUp Week is May 4-11. Events scheduled at the Bayport Public Library include Chomp's Birthday Party at 10:30 a.m. on May 7th and PowerUp in the Garden: Leafy Lettuce 5:30 to 6:30 p.m. on May 9th.
- The meditation program was very well received; we will do another one in September.
- Do the Master Gardeners have a plan for the pots? Jill said, yes, they will be taking care of them.

- **FOUNDATION FOR BPL REPORT:** Their next meeting is Thursday, April 25th. It will include getting the spring appeal and summer reading schedule ready to mail.

DIRECTOR'S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments
 - Looking at mobile hot spot that you can check out; would want to have Stillwater and Washington County, too, or could be issues.
 - Working on the pillars.
 - The dumpster that public works delivered is gone, but will be back; a remaining question is where to get rid of electronics.
 - The library will have a garage sale when Bayport does the community one.
 - The Bunny Storytime and Easter Egg Roll was attended by 46 people, including Andersen Preschool. It was done by Occasions with Character out of Hudson. They also do princesses and superheroes.
 - The summer kick-off at Lakeside Park, in conjunction with the Bayport Community Action League's Ice Cream Social is on Wednesday, June 5.
 - Jill is working on a summer event with Mabel's-a storytime or something.

COMMITTEE REPORTS:

- **Facilities Committee**
 - We need to work with a designer vs. piecemeal.
 - Next steps:
 1. \$2381 left for painting. Both rooms? Jill will get bids from Fernando, Brent Hogberg, and city bidder as well.
 2. As snow melts, we need to look at irrigation system and its cost to repair.
 3. Things for upstairs and downstairs. Survey for reading room to determine their needs.
 4. Designer? Jill will get RFPs for a designer to help us oversee/implement this project.
 5. Team with the foundation for some of the updates (perhaps downstairs reading room or study)?
 - Created a wish list of items to consider when writing grant proposal.
 - Deadline for July Fred C. and Katherine B. Andersen Foundation meeting: June 19 so submit June 1st.

COUNCIL REP REPORT:

- Have been working on short term rental issue (5 properties in city); people have been doing it without being registered. Adam and Sara worked on ordinance; back to the drawing board.
- City is tightening up on abandoned houses.

- Land/water legacy money to be used to save land on the river; city would have to pay to get rid of the houses and have access.
- Mary Goulette was hired to fill the full-time Office Support Specialist (OSS) position and Chantelle McRoberts as a supplemental part-time OSS.

BUSINESS:

OLD

- **Board Member recruitment:** Start advertising in May-will run it by Adam before posting.
- **WCL Service Agreement:** Still need annual charges; not approving today, hopefully next month.
- **Self check-out update:** Going to have to do it, around \$2,500, which is good as long as Windows10 is good.
- **Teen Board Liaison:** Jill will work with Susie to spread the word through Key Club, St. Croix Prep, etc.

New

- **Library Card Registration Policy-WCL Update:** Erin W. made a motion to approve the update, effective May 20. Second by Sara W. Motion carried.

ADJOURN: There being no other business, Sara W. made a motion to adjourn at 6:57 p.m. Second by Pam J. Meeting adjourned.

Next Meeting: May 21 @ 6:00 p.m. at the Library.

Director's Report for April 2019

Space

Building Update

Painting is complete in the meeting rooms upstairs. I love the color, and now it makes me want to paint everything! Pillar work has started and will continue. I have contacted the irrigation company, and they will come to look at the repairs needed later this month. Windows are scheduled to be washed April 17. Public works delivered a dumpster that we can use to clean out the basement. I think we should be able to get most things out in two dumpster loads, and then I need to plan for the disposal of the electronics. I am hoping to connect with the consultant from Library Strategies soon to discuss next steps in our building improvement plan.

Resources

Programs

Fifteen people attended the meditation class on April 23. I have scheduled another program in September, as this program is free and this is one of the best groups I have had for an adult program.

Five people attended the April book club meeting. The group will read and discuss the Big Read in the St. Croix Valley for the April meeting.

Our next program is the Bunny Storytime and Easter Egg Roll on Tuesday, April 16. I will report attendance at the meeting.

Technology

Checking with Stillwater and Washington County Library, the price for the Windows 10 upgrade to their self check machines is the same, and there is no volume discount. We will not do the extra cloudlibrary update, but we will have to upgrade the self check machine.

Connections

Community

I am still working on securing a meal provider for summer lunches. Stillwater School District is not doing summer meals this year because none of their summer care sites are in an eligible area. State Library Services has been very supportive, and I am hopeful I can still make this work for this summer.

The Summer Reading programs have been booked, and publicity flyers will be ready this week. We are scaling back some of our programming. We will once again host a kick-off at Lakeside Park in conjunction with the Bayport Community Action League's Ice Cream Social.

I will once again be working at the Book Walk at the Andersen Elementary carnival on April 26, and we will donate a movie showing to the silent auction.

Foundation

The Foundation will meet on April 25.

Volunteers

Susie sent out thank you cards to all volunteers during National Volunteer Week, April 8-12. I attended the Washington County Board meeting and breakfast at Community Thread honoring our teen volunteer Ryan Ciminski on April 9.

Other

Website/Facebook

Website increased to 27 users a day visiting the site. Most people are finding our site by typing in our web address or searching google. Most sessions are short as use shifts to the library catalog.

Facebook Summary: We have 382 likes (up 3 since last month); over the past 28 days, we have reached 539 people, up 20% from the previous period, with 188 post engagements, up 254% for the previous period. We have 4 new page followers this month. Our most popular post was our post about Ryan's volunteer award.

Registration Policy

Washington County Library is updating their registration procedures, and changing their policy to only require proof of residency – currently, we require proof of identity with a picture ID as well. We probably should have our registration procedures match what WCL is doing; we can discuss this at the meeting.

Annual Report

The Annual Report has been submitted to State Library Services.