

**BAYPORT PUBLIC LIBRARY BOARD MINUTES: July 16, 2019**

**PRESENT:** Jill Smith, Erin Crowder, Linda Walters, Sara Wagner, Mary Ostertag,

**ABSENT:** Pam Johnson, Connie Carlson

**CALLED TO ORDER:** Meeting called to order at 6:31 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 Linda W. Motion carried.

**APPROVAL OF BILLS & RECEIPTS:**

**Bills:**

- **302 Contract Services:** The bill from DTS for the copier was \$165.52.
- **420 Repair/maintenance/supplies-building:** \$280.00 to Fernando Miranda Painting for pillar painting-the new wood on the bottom.

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

**Receipts:**

- **34760 Service Charges:** \$187.00, which is about average.
- **36220 Rental Income:** *\$800 in outstanding invoices and \$300 in meeting room bookings.*
- **36230 Donations:** Joanne Gustafson donated \$300 in memory of Richard. There were two \$30 donations.

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

**APPROVAL OF MINUTES:** Sara W. made a motion to approve the June minutes. Second by Erin C. Motion carried.

**PRESIDENT'S REPORT:**

- The 2019 MLA Annual Conference is September 19-20 at Mystic Lake Center.
- Facilities: Fernando painted the new wood on the pillars. It may be hard to find someone to paint the pillars if it has lead in it. It will probably be next spring, as not money for it now. Jill will have the paint tested for lead.
- Renee Tolonen passed away; she was the library director before Kathy MacDonald. She oversaw the conversion of the historic White Pine Inn into our current library.
- There is a new co-working space in downtown Stillwater. We should think about that as we are looking at design.

- Night to Unite is August 6 from 5:00 to 8:00.
- The library is now included in capital improvements for the city.

**FOUNDATION FOR BPL REPORT:** The Foundation Board is meeting on July 25<sup>th</sup> at Lakeside Park. The board will discuss grant money; Joe seemed really positive about it.

**DIRECTOR'S REPORT: Strategic Plan** as outline

- As submitted (see attached)
- Additional comments
  - On July 29, checkouts will go back to three weeks, with automatic renewal if there are no holds.
  - A safety inspection was completed by CHESSE, the consultants the city uses for safety training. Most corrections were small and are already completed. They do recommend adding a roof railing from the door to the HVAC units.
  - The summer programs have been going well.
  - Jill shared information about EXCITE: Transformations for Libraries. Connecticut State Library and Innovation Builders are hosting five EXCITE Standalone Bootcamps across the country, including November 13-15, 2019 through Minnesota Department of Education.
- Strategic Plan-2019-2020 Work Plan: Jill reviewed the 2019 Workplan. Many of the items on the plan have been completed. There are a few still in progress:
  - Space: Increase use of upstairs meeting space by community groups
    - Create promotional materials to market space-*Now that improvements have been made, need to update brochures/photos.*
    - Explore online booking options: Staff will begin using online booking 1/1/19; will also add a reservation form to the website at that time-*Some training has been done, but have not switched over yet.*
  - Space: Utilize space in the community, for example, city parks, to expand access to the library:
    - Plan 2 programs outside library space: Several were done-Summer reading kickoff and concert at Lakeside Park, Program at Kids Day at the Farmer's Market in July, Kids Medallion hunt at library for Derby Days. Not completed-*Planning astronomy program for Feb 2019 at Barker's Alps.*
  - Resources: Staff-Provide training for staff to provide an excellent customer experience for all patrons:
    - Provide 4 hours of training for part time clerical staff: *Homelessness training with State Library Services online-some need to do this yet.*

**COMMITTEE REPORTS:** None met.

**COUNCIL REP REPORT:** Rep absent.

## **BUSINESS:**

### **OLD**

- **Board Member recruitment:**
  - Still need to do a big poster.
  - Erin talked to some people at the Farmer's Market.
  - Jill has talked to some people.
  - Put information on the website.
  - Will be in the next Gazette.
  - Application at the desk and at City Hall.

### **New**

- **2020 Budget:** We can discuss it again—the city budget meeting is in September; the city approves it in December; then we do our final approval.
- **Meeting Room Policy:** We reviewed proposed changes and will vote on approval at next meeting.
- **Future staffing:**
  - Jill talked with Adam and Sarah.
  - Remake the clerk position as library assistant position.
  - Will have written out job description for next meeting.
  - Make shelvers to more of clerk/shelver position, i.e. work at desk for awhile, then shelve some books--\$15/hr.
  - Want ready for city budget meeting.
  - Keep part time budget \$87,690, not \$80,700.

**ADJOURN:** There being no other business, Sara W. made a motion to adjourn at 7:46 p.m. Second by Linda W. Meeting adjourned.

**Next Meeting: August 20 @ 6:30 p.m. at the Library.**

### **Director's Report for July 2019**

In case you haven't heard, Renee Tolonen passed away on July 5. She worked for the Library for 27 years, serving as director from 1981-1999, moving the Library into the current space. She requested no public memorials, but I will work with Stan to find a way to honor her memory, perhaps in our collection. We've received one \$30 donation in her memory, and we've also received some donations to the Foundation.

### **Space**

#### **Building Update**

#### **Elevator update**

We are waiting for a follow up inspection from the state.

#### **Safety Inspection**

The Library had a safety inspection by CHESS, the consultants that the city uses for safety training. Most corrections were small and have already been made. One thing

that they recommend that we do is add a roof railing from the door to the HVAC units. The consultant estimated that this would cost about \$500 and will send me local companies that can do this work. I will update you as I know more.

## **Resources**

### **Summer Programs**

Summer programs have been going well!

We had 38 people for the Jolly Pops. They were great – I'd love to have them perform for Noon Year's Eve this year! We had 58 people for Treasure Beyond Measure. The kids loved the performance, and they were great about getting balloon animals done for the kids after the show. We've had about 8-10 for each Weird Science Wednesday, except the week of the 4<sup>th</sup> – only 2 kids came that day – but we had a huge crowd for storytime that week! We had 28 for *Mary Poppins Returns* and 4 for our first art class, and 16 for the second art class.

So far, eight kids have completed their reading logs, we've had 38 book review forms turned in, and seven teens have finished their Tic Tac Teen cards.

### **Technology**

We have purchased another collection of eBooks through OverDrive for our patrons. I've added the first collection of graphic novels to our Biblioboard creator collection!

## **Connections**

### **Community**

I will be meeting tomorrow with the Andersen Elementary group to work on the decade rooms project for Derby Days. I also plan to meet with a group from BCAL to talk about kids activities at the park for Derby Days. We'll once again have a book sale and kids medallion hunt this year – although it will be more structured since we know we'll have a lot of participants!

Summer Success classes have started their weekly visits! We've had 6 classes visit so far. It's great to see how many students already have library cards!

I will be presenting a storytime at Mabel's next Tuesday, July 23 at 7:00 pm. They also gave us discounted coupons for a free kid's cone for summer reading participants.

### **Foundation**

The Foundation will next meet on Thursday, July 25 at Lakeside Park. I will be discussing with them how we want to approach funding our building improvements.

### **Volunteers**

I've really enjoyed working with our new teen volunteers this summer! One mom made sure to tell us what a great job the teens did with the STEM session last week!

## **Other**

### **Website/Facebook**

Our web consultant recommends that we add an SSL to make our site more secure, so I will do that and have him assist in installing it. Website visits are down slightly to 25 users a day over the past month. Many of the sessions are very short – less than 1 minute. We are seeing more visits during daytime hours.

Facebook Summary: We have 496 likes (up 5 since last month); over the past 28 days, we have reached 747 people, up 26% from the previous period, with 101 post engagements, down 54% from the previous period. We have 5 new page followers this month. Our most popular post was our post about the storytime at Mabel's Ice Cream shop.