

BAYPORT PUBLIC LIBRARY BOARD MINUTES: March 21, 2017

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

ABSENT: Linda Walters

GUESTS: None

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

PETITIONS TO CHAIR/VISITORS: None

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

APPROVAL OF BILLS & RECEIPTS:

Bills:

- Nothing out of the ordinary in bills this month

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

Receipts

- **36220 Rental Income:** \$470 in rental income this month, several bookings scheduled in the coming weeks (Andersen Corp.)

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 Erin C., second by Sara W. Motion carried.

PRESIDENT'S REPORT: Sara had questions about Federal Grants for libraries-how they could be affected in light of proposed federal budget cuts. Jill explained there are two types of investments: capital (for making libraries more accessible) and innovative programs. Our library wouldn't be affected by cuts to the federal budget. Sara does have an email with information about contacting representatives about not cutting funds/federal programs. Let her know if you would like the information.

FOUNDATION FOR BPL REPORT: Foundation doesn't meet until April. There will not be an author luncheon this spring.

DIRECTOR'S REPORT:

- As submitted (see attached)
- Additional item: Master Gardener's Proposal for meeting room use at the library- Motion to approve master gardener's use of space for a craft fair in the fall by Erin C., second by Pam J. Motion carried.
- A number of Big Read events are coming up related to The Maltese Falcon. It would be nice if library board members could make it to some of these.

STRATEGIC PLAN

- Just a point of information-current plan goes through 2017.

COMMITTEE REPORTS:

- None met, but will be getting invites this week for upcoming meetings.

COUNCIL REP REPORT

- Matt Kline, Public Works Director, is planning/working on infrastructure
- Adam Bell, new City Administrator, is very supportive of the library
- Adam B. and Matt K. are working on some remaining issues at the fire station. John Buckley, new City Council member, with his background with the city, is going to act as liaison with the fire department on these issues.

BUSINESS:

OLD--None

NEW

- **Copier lease:** See Director's report
 - Jill S. did not hear back from Toshiba (current company) or another company
 - Toshiba-currently: \$249/month and pay for copies totaling about \$260/month.
 - Quote from DTS (Sharp copier instead of Toshiba): 2 year lease @\$215/month, 5 year lease @\$125/month; b&w copies @.008 cents/page (average 3000 pages/month) and color copies @5.5 cents/page (about 10 pages/month), includes toner and maintenance, and is also a scanner.
 - Motion to authorize Jill S. to negotiate with DTS or other companies by Pam J., second by Sara W. Motion carried.
- **TruGreen contract:** See Director's report
 - Master gardeners may have ideas/alternatives for us; Jill will talk to them.
 - Motion to cancel the TruGreen contract and look at other alternatives by Pam J., second by Erin C. Motion carried.
- **Annual Report**
 - Library board members saw draft report.
 - Waiting for reports from Washington County before it is final.

ADJOURN: There being no other business, Sara W. made a motion to adjourn, second by Pam J. Motion carried. Meeting adjourned at 7:10.

Next meeting: April 18 @ 6:00 PM

Director's Report for March 2017

Background information for meeting items:

I received an inquiry from the Master Gardeners about using our meeting room for a fundraiser in the fall. They are thinking of a craft boutique – they could do it for just their group and family and friends or open it to the public if we would allow that. I don't see anything in the policy that expressing forbids this type of use, but I wanted to discuss the request with the Board.

Copier lease – Our copier lease is up in April. I’ve received a quote from a new company for an equivalent copier at a much lower price. I have reached out to our existing company and an additional company for quotes that I hope to have by our meeting.

TruGreen contract – Our quote for service for 2017 is \$491.92 for four services through the spring and fall. This seems like a lot to me for our small lawn. I would like to talk about other options and cancelling TruGreen service.

Annual report – I should have a finished copy (or almost finished!) of the annual report for the state for you to review at the meeting. I will send out a pdf on Monday, March 20 when I return – it is usually a very long document with only a few relevant pages.

Programming

Upcoming events:

Spring Break Movie – *Moana* - Thursday, March 23 at 1:00 pm

2017 Big Read Events – *The Maltese Falcon* by Dashiell Hammett

 Sculpture tour - March 27 - April 2

 Locked Room Event – Saturday, April 1 at 1:00 pm

 Movie showing/discussion – Thursday, April 6 at 6:00 pm

 “The Real Inspector Hound” Play preview performance – Saturday, April 22 at 1:00 pm

Summer reading programs are almost all planned. Mark your calendars for our kickoff event at Lakeside Park on Monday, June 5 with a concert by Duke Otherwise at 6:00 pm.

Website/Facebook

I will send updated numbers out on Monday, March 20 with the annual report.

Other

We will be hosting a volunteer recognition event on Thursday, April 27 from 4:00 p.m. – 6:00 p.m. You will all be invited to thank you for your service to the Library! Susie is assisting in planning the event.

I will be presenting about baby storytime at the Children’s and Young People Unconference, sponsored by the Minnesota Library Association, on Friday, March 24 at the Heritage Library in Lakeville. I’m excited to share my passion for this important program!

I am working on plans for the Public Library Division Day for the Minnesota Library Association as well. The event is scheduled for Wednesday, April 12 in Northfield. Our keynote speaker will be from the Advocates for Human Rights talking about immigrants’ rights and how we can support immigrants in public libraries.