

BAYPORT PUBLIC LIBRARY BOARD MINUTES: August 15, 2017

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

ABSENT: None

GUESTS: None

CALL TO ORDER: Meeting called to order by Sara W. at 5:25 PM

PETITIONS TO CHAIR/VISITORS: None

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

APPROVAL OF BILLS & RECEIPTS:

Bills: Motion to approve bills for payment by Sara W. Second by Erin C. Motion carried.

Receipts

- **36220 Rental Income:** There should be some rental income coming in, wrapping up the rentals for summer.
- **36230 Donations:** There were some donations, including a memorial for Floyd Keller. Some donations were to the foundation and some to the library.
- **36233 Grants:** We received the Andersen Grant; Sara will send a thank you.

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

PRESIDENT’S REPORT: Sara shared some announcements, reminders and questions:

- Floyd Keller passed away. Floyd was a Foundation member and started Café Philo.
- “Empowering Friends to Tell Library Stories” at Stillwater Public Library on September 15 at 10:30.
- MLA Conference-October 5-6
- Do we have an IT information update?
- Any publicity in the Gazette? Jill will get to that.
- Noted the exact same circulation for June and July-5,863.

FOUNDATION FOR BPL REPORT:

- The board met the last week of July; not too many people were in attendance, as a couple couldn’t make it, but hopefully in September.
- The Foundation is not planning any events for fall, but will get back in it next year.
- They will provide funds for an intern, toward the gutters, and for the first floor update.
- Maybe need some new blood to get excitement about events again.
- The endowment is doing really well.

DIRECTOR'S REPORT:

- As submitted (see attached)
- Additional comments:
 - There will be more reports on the Summer Reading Program next month, since it just ended.
 - The 36 attendees for the special Books and Benches program at Croixdale included 16 kids and 20 residents. Jill read stories; participants then did a dragonfly craft project with the National Park Service and got Junior Ranger badges.
 - The library provided a Kindle, which came from a vendor, for the Night to Unite raffle.
 - The Stillwater Public Library has selected a director-Mark Troendle. He starts the Tuesday after Labor Day. He was the assistant director at Eau Claire and was at St. Cloud prior to that.
 - Two more estimates for gutters should be coming this week.
 - Jill will get someone to come look at the pillars.

STRATEGIC PLAN: No updates.

COMMITTEE REPORTS:

- None met

COUNCIL REP REPORT:

- The council has been in discussions on the budget; the council usually approves the final budget in September and presents it in October.
- Matt is working on the infrastructure plan, to be completed by the end of the year so residents will have an idea when it is their turn.
- Connie shared her experience at the opening of the new bridge.

BUSINESS:

OLD

- **Review Bylaws**
 - We will continue to discuss in Old Business next month
 - Discuss two changes, open meeting laws
 - Look for older versions.

NEW

- **Evaluation of Director in September:**
 - We did it in October last year, but if we do it in September it ties in with pay raise.
 - At our next meeting, September 19, we will meet an hour before the board meeting (5:00) to go over our individual evaluations.
 - Jill gets two weeks vacation and 2 weeks sick time. She would prefer 3 weeks vacation and one week sick time. She will check with the city.

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

Next meeting: September 19 @ 6:00 PM. We will meet at 5:00 to go over individual evaluations of the director.

Director's Report for August 2017

Grant

Our application to the Fred C. and Katherine B. Andersen Foundation was successful, and we received our requested amount of funding.

Programming

The Summer Reading Program just finished and went very well in 2017! I will have more complete statistics at our next meeting. 32 attended our final performance featuring the Wonder Weavers. 102 attended our three summer daytime movies, and 16 attended the last evening movie. 45 children came to our end of summer party. We had 25 and 11 participants in our last Weird Science Wednesday programs. We had 20 attend the final painting class.

We had 36 attendees for the special Books & Benches program at Croixdale. We hope to host another reading there next year! We are changing up the reading series at Croixdale to focus on mystery stories for the fall. We will do a six-week session starting in September and then have a few holiday stories in December.

Fall programs:

Flamenco guitar – Saturday, September 9 at 1:00 pm

Used Book Sale – Friday, September 15 – Monday, September 18 in conjunction with Derby Days

Sing a Storytime with the Minnesota Opera – Tuesday, September 19 at 10:30 am

Painting for Kids with Paint Sip Nosh – Thursday, September 21 at 3:30 pm

Snake Discovery – Saturday, October 14 at 1:00 pm

Spooky Basement – Tuesday, October 31, 4:00 pm – 6:00 pm

Website/Facebook

Website use dropped slightly to about 20 users a day visiting the site. It is very steady, with hours and locations and events still the most popular pages. About 30% of visits are from a mobile device.

Facebook Summary: We have 291 likes (up 4 since last month); over the past 28 days, we have reached 551 people, down 66% from last month, with 49 post engagements, down 52% from last month. I will work to add some non-event but reading/book related content to our page.

Other

I attended Night to Unite on August 1 with Sara Wagner. I issued 6 new library cards, and talked to many residents about what is going on at the Library!

I've sent out an email with information about the 2017 Minnesota Library Association Conference, October 5-6. Please let me know if you'd like to attend or have any questions.