

BAYPORT PUBLIC LIBRARY BOARD MINUTES: May 15, 2018

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

ABSENT: Erin Crowder, Linda Walters

GUESTS: None

CALL TO ORDER: Meeting was called to order by Sara W. at 6:01 PM.

PETITIONS TO CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Motion to accept the agenda by Sara W., 2nd by Pam J. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills

- **302 Contract Services:** The \$369.26 to DTS for the copier again included a late fee because of the time of the billing vs. when the bill is paid each month by the city. Jill will have to talk to Wanda about dealing with a late fee every month.
- **321 Communications/phone, cable:** Comcast is for the internet and Office of Information Technology is for landline service.

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

Receipts

- **36220 Rental Income:** \$465 invoiced and \$230 in future bookings.
- **36230 Donations:** \$150 from Bayport Tuesday Reading Club.

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 April minutes by Sara W. Second by Pam J. Motion carried.

PRESIDENT'S REPORT: Suggestions, thoughts and questions Sara shared:

- There should be a file of all construction being done, so it is easy to check.
- Stillwater Library Foundation's Impact Report was a nice little flier.
- Jill, do you need any support with summer programs?
- It would be nice if board members could get to the social on June 6th at Lakeside Park; it starts at 6:00 with music and ice cream at 6:30.
- National Night Out is August 7. The foundation will provide book bags to give out.
- The Farmer's Market will be starting; is the library going to have a booth there every week? Jill would like to be there for as many as possible. Kids Day is July 23rd and Friendship Day is in August.

- When we do the Andersen grant proposal, we should do a separate additional one for updating Meeting Room C.
- Lawn care? Jill will look at Lawn Green and Ring.
- Could the cleaners occasionally wipe off the furniture outside?

FOUNDATION FOR BPL REPORT:

- They agreed to fund nature backpacks for young children to check out.
- They also agreed to fund Starling kits to check out. These are used to track how much you've talked to your baby.

DIRECTOR'S REPORT:

- As submitted (see attached)
- Additional comments:
 - Jill hopes to get the draft of the service agreement with Washington County IT next week and will send it to the committee and Andy.
 - Two of the new staff computers are installed; two more staff and eight public computers are in the basement.
 - We will not be paying for the IT work until it is done.
 - Painting classes will continue this summer, and then maybe change it up.
 - The Andersen carnival was lots of fun!

STRATEGIC PLAN:

- Feedback:
 - Will Jill do staff training? No, an outside source.
 - Staff transitions-look at needs, changing roles.

Having discussed the draft, we will approve it in May.

COMMITTEE REPORTS: Facilities-everyone contacted for estimates came out.

COUNCIL REP REPORT:

- New ice cream shop opening: It has some outside seating in back and will be open seasonally to start.
- Work on 95, adding medians, starts in 2019.
- Things are going smoothly at City Hall.

BUSINESS:

OLD-None

NEW

- **Data Privacy Policy:** We reviewed the policy.

ADJOURN: There being no other business, Sara W. made a motion to adjourn at 7:08. Second by Pam J. Motion carried. Meeting adjourned.

Next meeting: June 19 @ 6:00 PM.

Director's Report for May

Building

The pine tree has been taken down. We have only received a couple of complaints, most patrons understand when we point out the damage the tree was doing to the building. I am working with the Master Gardeners to determine what should be planted there now – they are testing the soil. Contractors have been out to look at the pillars, the balustrade across the top and the gutters, although I have yet to receive their estimates. In the interest of getting the work done quickly, so that the library looks great for summer, I will likely send out email copies of the estimates for your approval before the next meeting.

IT Update

I am still waiting for a draft of the service agreement with Washington County IT, with an expected delivery date next week. Once the agreement is approved, we are probably looking at late summer or September to have our new computers installed.

Staff

Kelly Michaelson completed her internship last week. I hope to have another intern for the fall – although there was some time involved in training, she was a great help with routine tasks and I feel better prepared for the next internship.

Andie Thompson, our shelver, has moved on. I have hired Jen Hoecherl Braun as our new shelver.

Programming

We had 40 people attend the Royal Storytime on Saturday. We had 20 people attend the Power Up Storytime, including the preschool class from Andersen Elementary. Eight children participated in the May painting class.

The spring used booksale is this Saturday, May 19.

Summer programming starts the week of June 4th!

Website/Facebook

Website stayed the same at about 18 users a day visiting the site. There were 25 sessions on average per day over the last month. I have received no feedback about the book recommendations being removed from the website.

Facebook Summary: We have 328 likes (up 4 since last month); over the past 28 days, we have reached 292 people, up 42% from last month, with 97 post engagements, up 80% from last month.

Other

I volunteered at the Andersen Elementary school carnival on Friday, April 27, once again working the book walk.