

**BAYPORT PUBLIC LIBRARY BOARD MINUTES:** December 18, 2018

**PRESENT:** Sara Wagner, Jill Smith, Mary Ostertag, Linda Walters, Pam Johnson

**ABSENT:** Erin Crowder, Connie Carlson

**GUESTS:** None

**CALL TO ORDER:** Meeting called to order by Sara W. at 6:00 PM.

**PETITIONS TO CHAIR/VISITORS:** None

**ADOPTION/AMENDMENT TO THE AGENDA:** Motion to accept the agenda by Sara W. Second by Linda W. Motion carried.

**APPROVAL OF BILLS & RECEIPTS:**

**Bills**

- **391 Shared Automation:** Washington County Library: \$206.36-Antivirus software, \$461.25-Envisionware wireless printing; Foundation is paying \$3,000.00 toward Envisionware.
- **420 Repair/maintenance/supplies-building:** Amdahl Locksmith: \$314.40- Handicapped entrance repair.
- Should just have phone bill yet.

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

**Receipts**

- **36220 Rental Income:** \$300 in rental income, \$1,250 in outstanding invoices- don't know if will see it all by the end of the year, and \$450 so far in bookings for 2019.
- **36233 Grants:** \$40,000.00 for the meeting rooms.

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 November minutes by Sara W. Second by Linda W. Motion carried.

**PRESIDENT'S REPORT:** Information, suggestions, thoughts, questions Sara shared:

- The physical space is getting exciting-the gutters are done and it's exciting how we're on the way!
- Innovative Office visit: it was fun looking at everything, but hard to make decisions.
- Sara shared The Seattle Public Library's "Joy at the Library," which had been passed on by a friend from *the friends.org* in St. Paul.

**FOUNDATION FOR BPL REPORT:**

- There was a nice response to the appeal, with some bigger donations.
- Next meeting is in January.

**DIRECTOR’S REPORT:**

**Strategic Plan** as outline

- As submitted (see attached)
- Additional comments:
  - Jill talked to Adam about a document management system. The city is talking about it, so we won’t do anything on it until 2020.
  - As we update the meeting rooms, we will look into donating our current chairs and tables.
  - Ebenezer Duke was very engaging. We will try to have him this summer.
  - There will be 1:00 and 6:00 showings for the adult movies: *Won’t You Be My Neighbor* on January 17, *Jane* on January 31 and *RBG* on February 7.
  - The racial equity training was very positive training. There were a lot of school librarians there.
  - Jill will get some toys and things to play for the indoor playtime on Tuesdays in January after the family storytime; it’s not intended for parents to just drop-off children.
  - Jill plans on having a proposal for adding a teen representative to the Board ready for the January meeting.

**COMMITTEE REPORTS:** Facilities Committee Report:

- Sara and Jill met with Tom at Innovative Office.
- They got color swatches for the chairs and chose the chair style to be ordered.
- Board members decided on the two color choices for the chairs.
- There will be 120 chairs, four big tables and five smaller ones.

**COUNCIL REP REPORT:** Rep absent.

**BUSINESS:**

**OLD**

- **Personnel Policy Update:** Jill is working with Sara Taylor on this and hopes to have one in March.

**NEW**

- **Approve 2019 Budget:** Sara made a motion to approve the 2019 budget; second by Linda W. Roll call vote: Pam-aye, Linda-aye, Mary-aye, Sara-aye. Motion carried.
- **2019 Fee Schedule:** We will keep the current fee schedule for 2019 and look at some increases for 2020.
- **2019 Programming Plan:** Jill presented the programs scheduled for 2019 including target audiences of Kids and Families, Teens, Adults, Older Adults and All Ages; Whole Community.
- **2019 Weeding Schedule:** Jill presented the monthly schedule. She shared that there are lots of criteria you can use to weed a collection, for example, if it hasn’t gone out in three

years-unless it's a local author or collection, and it is good for the collection. A lot of thought goes into it.

- **2019 Policy Review:** We will review one per quarter, since we just went through all of them.
- **Set January 2019 Meeting Date:** January 15 @ 6:00. We will set the rest of the meetings at the January meeting. Linda and Erin's terms are up December 2019. We will have to do some planning for that to create a smooth transition.

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

**Next meeting: January 15 @ 6:00 PM at library.**

## **Director's Report for December 2018**

### **Space**

#### **Building Update**

Gutter repairs were completed on December 12. Sara and I visited the Innovative Showroom to see fabric samples in person. We are meeting with Erin Monday, and we will share our selections at the meeting.

The switch for the handicapped door had to be replaced, as it was only working intermittently. In speaking with Chris Amdahl, the system we are using is quite dated and the distance from the switch isn't optimal. We may have to plan for replacement in our long term plan, and I would also like to plan for automatic opening doors for the front entrance as well to increase accessibility for our meeting rooms.

### **Resources**

#### **Programs**

We had a wonderful time with Ebenezer Duke! 48 people attended, and the response was very positive. Eight children attended the storytime before the Lighting of the Village Green – our biggest crowd yet.

Upcoming programs are the winter break movies for kids – *Smallfoot* on December 26 and *The Incredibles 2* on December 27, both at 1:00 pm, and our Noon Year's Eve celebration on December 31 at 11:30 am. We will also have James Wedgwood, a ventriloquist, perform a show for families on Saturday, January 5 at 11:00 am. I have scheduled adult movies for January 17, 31 and February 7. The preliminary schedule is *Won't You Be My Neighbor?*, *Jane*, and *RBG*.

#### **Staff**

I was very impressed with the racial equity training I attended offered by State Library Services. If it is offered again, I will send more staff members.

## **Technology**

Everything is running smoothly with our technology upgrade. New instructions for downloading eBooks and eAudiobooks were printed for patrons to pick up.

## **Connections**

### **Community**

I attended the Andersen Elementary's Arts and Academics Community Night on December 13 as guest story reader.

Meeting room bookings are strong through December, and through the beginning of next year!

I am planning to offer an indoor playtime on Tuesdays in January after family storytime upstairs in our large meeting room. It's not going to be a formal program, but I'm hoping it will be a community gathering space for young families.

### **Foundation**

The Foundation will meet again on January 28, 2019. I will have a proposed budget for enhancement funds for 2019.

### **Volunteers**

Susie Danielson is completing a report for the annual contribution from volunteers in 2018. We can then use this to measure growth and track for future years.

## **Other**

### **Website/Facebook**

Website jumped to 36 users a day visiting the site, with a recent spike in usage over the past couple of weeks. Recent Tuesdays have supplanted Mondays as the busiest day on the website.

Facebook Summary: We have 370 likes (up 3 since last month); over the past 28 days, we have reached 873 people, down 9% from the previous period, with 145 post engagements, down 46%. We have 4 new page followers this month. Our most popular post was the post about the storytime before the Lighting of the Village Green. We have always received positive response from our recent event post about Noon Year's Eve, and I expect that to grow over the month.

### **Teen Representative**

I spoke with Adam about the possibility of adding a teen representative to the Board. As long as they were a non-voting member, he didn't see a problem with this. I will explore the idea further and have a proposal ready for the January meeting.

### **Personnel Policy Update**

The city is working on a total overhaul of their personnel policy. I think it makes sense to work together on this, and I will work with Sara Taylor on writing the policy and adding specific sections for the Library as needed. I will bring a draft back to the Library Board when it is ready, and I am planning for March 2019.