

**BAYPORT PUBLIC LIBRARY BOARD MINUTES:** February 19, 2019

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

**ABSENT:** Connie Carlson

**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 accept the agenda by Sara W.  
Second by Erin C. Motion carried.

**APPROVAL OF BILLS & RECEIPTS:**

**Bills**

- **391 Shared Automation:** Washington County IT: \$3,518.00—2019 Service Contract
- **420 Repair/maintenance/supplies-building:** State of Minnesota: \$100.00—Annual elevator license.

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

**Receipts**

- **34760 Service Charges:** \$200—Cash and check receipts, mostly prints and copies, and also lost books. The new system is working great; it is so much easier.
- **36220 Rental Income:** \$1,266.94 includes \$675 from Washington Co. for meeting room rentals, \$562.50 in outstanding meeting room invoices, and \$560 in meeting room bookings.

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

**APPROVAL OF MINUTES:** Motion to approve January minutes by Sara W. Second by Pam J. Motion carried.

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

- The staff made it in on all the cold days--even when the mail was cancelled.
- It’s exciting to have the meeting rooms take shape! Maybe need a designer to help move on.
- Sara shared two articles:
  - “St. Paul Citywide Read Brave Takes on Tough Topics,” Library Journal, Feb. 15, 2019.
  - “Stop Saying Books Are Dead. They’re More Alive Than Ever,” Time, February 7, 2019.
- Could we find/make a place in the library where we could provide food for those in need?
- Sara reported that she, along with Jill, the Stillwater Library Director, and Susie Danielson, would be attending Library Day at the Capitol and visiting with legislators. Jill had handouts of the 2019 MLA platform.

## **FOUNDATION FOR BPL REPORT:**

- The Foundation Board met on January 21<sup>st</sup>.
- A new member was added to the board-Sarah Andersen.
- The board approved the Bibliotech Creator tool and encouraged Jill to find a conference to attend.

## **DIRECTOR'S REPORT:**

### **Strategic Plan** as outline

- As submitted (see attached)
- Additional comments:
  - The Start Tribune called Jill about the South St. Paul city library. They want to build a new library and are exploring a merger with Dakota County.
  - Programs:
    - Movie series--Because of extreme cold and snow on the scheduled dates for the movie series, they have been rescheduled—Jane to March 7 and RBG to March 14.
    - Enso Daiko, Japanese drummers had 58 people in attendance!
  - Staff:
    - With a potential retirement in the fall, one clerk position will transition to doing more programming.
    - The position created by retirement would be a part-time position. The city is looking at benefits for part-time employees.
    - There were no applicants for a spring intern; Jill will try again in the fall.
  - Community: Eleven people attended the weekly reading series at Croixdale.
  - Washington County Library: Jill is still waiting for an updated service agreement; Keith said for sure by March.
  - Linda has a friend at Century College. They have a book giveaway twice a year. She will get the contact information about it to Jill.

## **COMMITTEE REPORTS:**

- Meeting room updates: Chairs and tables come on Thursday; there may be enough money for paint-probably the big room first.

## **COUNCIL REP REPORT:** Rep absent.

## **BUSINESS:**

### **OLD**

- **Board Member recruitment:** Jill provided some handouts for the board to look over: City of Bayport Position Description-Public Library Board and a packet from the MN Library Trustees Handbook. We will discuss this again at the March meeting.
- **Teen Liaison:** Most libraries have a teen advisory board, with a teen liaison from that board. Jill would still like to try to get a teen liaison; she will send out a draft of what the application form will look like. The teen liaison would serve from September to May.

### **NEW**

- **Summer meals site:** Jill shared information about the MN Department of Education's Summer Food Service Program, with the hope of having the library be a location for one of

the sites. She provided a fact sheet about the program. She will do an update at the March meeting, hopefully having a sponsor by then. She will also be in touch with Valley Outreach.

**ADJOURN:** There being no other business, Sara W. made a motion to adjourn at 7:10. Second by Mary O. Meeting adjourned.

**Next meeting: March 19 @ 6:00 PM at the library.**

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

### **Space**

#### **Building Update**

The new meeting room chairs and tables will arrive on Thursday! If we cannot find a place in the community that needs them, there is an auction site in Hudson that we can use to sell the chairs and tables. I will coordinate the disposal of the old chairs and tables with public works. We have ordered new carpet for meeting room B from Froggy's.

### **Resources**

#### **Programs**

Our movie series ran into issues with the weather – extreme cold one week and snow the next week. We've rescheduled the evening showing for *Jane* to March 7 and *RBG* to March 14.

We had a wonderful performance by Enso Daiko, Japanese drummers, on Saturday, February 2 and 58 people attended. All of the evaluations that were completed were extremely positive.

Three people attended the February book club meeting, again I think deterred by the cold and snow. The group will read and discuss the Big Read in the St. Croix Valley for the April meeting.

#### **Staff**

I have started looking at tasks completed by the clerks to start planning for staff transitions with a potential retirement this fall. Since our staff is so small, we will not be able to have a long time period without staff in place, nor do we have a budget to overlap many days for training purposes. I will keep the Board updated through the spring and summer on progress.

#### **Technology**

The website issues seem to be solved, but if you notice anything weird or outdated, please let me know.

### **Connections**

#### **Community**

I am exploring the possibility of hosting summer lunches for kids at the Library. I will need to find a sponsor to provide food, and arrange for volunteers to assist with set up. I believe Bayport is eligible, but I need to confirm the details.

I have once again started a weekly reading series at Croixdale. The theme for this session is stories of pioneers and the American West.

The Statewide Census Complete Count Committee met again in February, and I will be working to connect library resources with communities, training librarians to assist their communities with the Census, and spreading the word in this community about the importance of having a complete count.

### **Foundation**

The Foundation approved a budget for 2019 which will include funds for us to start using the BiblioBoard Creator tool. They also encouraged me to find another out of state conference to attend and will pay up to \$1000.00 for expenses. While something else may come up, I am looking at attending the Library Marketing Conference in St. Louis in November. I would like to attend the PLA (Public Library Association) Conference in Nashville in February 2020, and the ALSC (Association for Library Service to Children) Institute in October 2020 because it will be held in Minneapolis so there will be no travel expenses.

### **Volunteers**

Susie will once again send out notes and gift cards to volunteers for Volunteer Appreciation Week. We are only planning to have one book sale this year in September. We are planning to work on cleaning out the basement in May instead. Susie is working with the schools to recruit more volunteers for summer STEM programs as many of our original volunteer teens are now going off to college.

## **Other**

### **Website/Facebook**

Website dropped to 25 users a day visiting the site. Location and hours and events are still the most popular pages.

Facebook Summary: We have 378 likes (up 8 since last month); over the past 28 days, we have reached 847 people, down 23% from the previous period, with 130 post engagements, up 83%. We have 4 new page followers this month. Our most popular post was our post about closing for Presidents' Day.

### **Annual Report**

I have started work on the annual report for the state. We will review it in March, the submission deadline is April 1. Many of the numbers are dependent on reports received from Washington County Library.

### **Washington County Library**

I am still waiting for an updated service agreement from WCL. I hope to have a copy the last week of February, and I will share with the Board via email when it arrives.

### **Vacation**

I will be on vacation February 28 – March 3 and March 9 – 13.