

BAYPORT PUBLIC LIBRARY BOARD MINUTES: June 18, 2019

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

ABSENT: Erin Crowder, Connie Carlson

CALLED TO ORDER: Meeting called to order at 6:33 p.m.

GUESTS: None

PETITIONS TO CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Sara W. made a motion to accept the agenda. Second by Pam J. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills:

- **321 Communications/phone, cable:** No bill from Comcast; two were paid last month.
- **420 Repair/maintenance/supplies-building:** \$250.90 to Amdahl Locksmith for replacing lock on elevator door, \$547.93 to Mercury Electric for repair of bathroom fan and lights.

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

Receipts:

- **36220 Rental Income:** *\$1,105 in outstanding invoices-need to make some reminder calls; \$100 in meeting room bookings.*
 - We should consider payment of the rental fee on the day of use and charging late fees; we will review next time.
- **36230 Donations:** The Bayport Tuesday Reading Club gave the library \$150 for the purchase of books.

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

APPROVAL OF MINUTES: Sara W. made a motion to approve the May minutes, amended to say Kathy Conley in the President's Report. Second by Linda W. Motion carried.

PRESIDENT'S REPORT:

- Sara's nephew in Albuquerque, NM planted his whole garden with seeds from the library.
 - Information about this very cool program:
The ABQ-BERNCO Seed Library was established in 2014 and has a mission of encouraging a community of water-wise home gardeners. The Seed Library aims to provide the access, helpful hints, and skills to enable everyone to participate in this

gardening community by offering free open-pollinated, non-gmo vegetable, herb and flower seeds to card holders and by offering free monthly garden-related programs to foster all levels of gardeners through growing, harvesting, seed saving and more—all within our unique high desert environment.

- Sara went to Monday Night Jammers; they are really good and very nice people!
- The 2019 Andersen Grant request has been sent--requesting \$70,000 for operating funds and \$10,000 for design.
- Sara and Jill are so ready to get the second grant out—a request for facilities: bathroom, ceilings, carpet, furniture—similar to meeting room update, but decided to hold off to work on partnering with the city and foundation first.

FOUNDATION FOR BPL REPORT: The Foundation Board is meeting on July 25th at Lakeside Park. Discussion will include how we want to approach building improvements, so they are done in time for our 30th anniversary in this building.

DIRECTOR'S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments
 - The week of July 29th, checkouts will go back to three weeks, with automatic renewal if there are no holds.
 - The upgrade to Windows 10 for Bibliotheca self-check went down to \$2,000 from \$3,500.
 - The Master Gardeners suggestion for a tree replacement is a weeping white spruce.
 - Lalo's Lunchbox was a big hit; we will have them back next year!
 - Reading records have been turned in by 120 kids and 15 teen records.
 - There should be no big technology replacements until 2022.
 - There will be library staff at Andersen School for their Ready Set Go conferences in August, with the goal of getting all students signed up for library cards.
 - Jill may just go down to Mabel's and talk to them about setting up a storytime, instead of going through their PR person.

COMMITTEE REPORTS: The Finance Committee met and went over the preliminary budget for 2020. Jill has some concern about the building maintenance fund. She will also talk to Adam about pay/health insurance. With Pam retiring and at the top of the schedule, there are some options:

- Replace Pam.
- Redo job description, making it more library assistant/associate.
- Make shelver into clerk/shelver and clerk into library assistant.

Jill will bring information to the board next month.

COUNCIL REP REPORT: Rep absent.

BUSINESS:

OLD

- **Board Member recruitment:** Jill needs to get the application sent out and get a poster board in the entry.
- **Grant Update:** See President's report.
- **Collection Development Policy:** Sara W. made a motion to approve the revised Collection Development Policy. Second by Pam J. Motion carried.

New

- **Facilities Master Plan RFP:** A consultant helped with the plan. It is a pretty basic document; it has what we need. We should get a steering committee. The consultant gave Jill a list of places to send it.

ADJOURN: There being no other business, Sara W. made a motion to adjourn at 7:40 p.m. Second by Pam J. Meeting adjourned.

Next Meeting: July 16 @ 6:30 p.m. at the Library.

Director's Report for June 2019

Space

Building Update

Elevator update

MEI has been out to review the list of corrections from the state inspector. We had to install a new lock and get a new key made. There is one last correction that is a code upgrade, so not included in our maintenance contract. That repair will cost \$800.

The Master Gardeners have an evergreen suggestion – a weeping white spruce. We can also look at other options.

We will discuss the RFP for a facilities master plan, and I plan to send that out next week.

Resources

Summer Programs

The summer reading kickoff was great! I spoke to so many people about summer reading, and did a short interview with Valley Access Cable, as did Sara on behalf of the Library. It was wonderful to see the community come together on a beautiful night.

We had 58 people for Lalo's Lunchbox. It was a really funny show, and the kids loved it. I wasn't sure about doing a program at 3:00 pm, but it went well, so definitely something I will try next summer – and will have Lalo back next year!

11 children have been participating in the book club.

Technology

No news to report for technology. I plan to get in touch with Washington County IT soon as our current contract expires in December.

Connections

Community

I met with Anna Wilcek from Andersen Elementary to talk about their 100th anniversary next school year. The Library will be providing resources to help with their decade rooms project. We also have staff at the school for Ready Set Go conferences in August, with the goal of getting all students signed up for library cards.

I invited Summer Success teachers to visit the library this summer at the end of July, and 8 classes will be visiting weekly. I will also visit to see how they do summer lunches in preparation for next year.

I am planning a storytime at Mabel's sometime this summer, I hope to have a date soon!

Foundation

The Foundation will next meet on Thursday, July 25 at Lakeside Park. I will be discussing with them how we want to approach funding our building improvements.

Volunteers

We are welcoming three new teen volunteers to help with the summer STEM classes.

Other

Website/Facebook

I am once again able to easily update our website! Website visits increased to 28 users a day over the past month. Most visits are still going to search the catalog. Our events pages are the next most popular category.

Facebook Summary: We have 491 likes (up 10 since last month); over the past 28 days, we have reached 567 people, up 82% from the previous period, with 198 post engagements, up 288% for the previous period. We have 10 new page followers this month. Our most popular post was our link to the June Library Log.