

**BAYPORT PUBLIC LIBRARY BOARD MINUTES: May 28, 2019**

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

**ABSENT:** Erin Crowder

**CALLED TO ORDER:** Meeting called to order at 6:03 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 Linda W. Motion carried.

**APPROVAL OF BILLS & RECEIPTS:**

**Bills:**

- **220 Operating supplies/library:** \$211.00 for new book barcodes and \$399.00 for new RFID tags from Minitex.
- **302 Contract service:** \$1,678.66 to Bibliotheca for service contract for self check.
- **420 Repair/maintenance/supplies-building:** \$950.00 to C.R. Irrigation for irrigation system repairs, \$44.27 to Lawn Green, \$650.00 to Squeaky Clean Homes for window cleaning, \$12,750.00 to Siegfried Construction for pillar/roof raining replacement--the estimate was \$14,000.

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

**Receipts:**

- **36220 Rental Income:** *\$1,105 in outstanding invoices; \$395 in meeting room bookings—three bookings were cancelled.*
- **36230 Donations:** \$130 was given to the library by someone to purchase used books for the prison.
- **36240 Refunds & Reimb. Prof Fees:** \$975.68 from Washington County, which is a lot more than usual.

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 April minutes, amended to reflect that Linda W. wasn't present. Second by Pam J. Motion carried.

**PRESIDENT'S REPORT:**

- Sara W. is hoping to get two grants written.
- She shared that Kathy Conley died this past winter; her funeral was a couple of weeks ago. She was such an advocate for the library; it is good to remember her support.

- It was fun to sneak in and help Jill with storytime.

**FOUNDATION FOR BPL REPORT:** The Foundation Board met on April 25<sup>th</sup>. The meeting included stuffing envelopes for the spring appeal. The board gave money for books for “Books and Benches” on June 26 at 2:00 p.m. The National Park Service also comes and does a craft activity with kids. Their next meeting is in July.

**DIRECTOR’S REPORT: Strategic Plan** as outline

- As submitted (see attached)
- Additional comments
  - We are still waiting to have painting done for the pillars and new roof railing. Some suggestions for painters were Brent Hogberg and the occupant at Dane’s Place.
  - Since we have a required elevator inspection every other month, it was somewhat of a surprise to get an email with corrections to be completed after a visit from the state elevator inspector. We should have a sign-in sheet posted in the elevator when the inspection is done every other month.
  - Jill is having trouble editing and updating the website. Jill will be working with the consultant who built the website to fix the pages, and possibly also simplify the pages and remove some information based on pages that aren’t used often.
  - The new service agreement with Washington County Library will be in effect until December 2021; we don’t have to think about it until then!

**COMMITTEE REPORTS:**

- **Facilities Committee**
  - We will get the grant request done by June.
  - Trouble getting together with consultant.
  - No summer meals this summer, but will in summer 2020.
  - Will be at Andersen this summer during Summer Success.

**COUNCIL REP REPORT:**

- The city purchased 12 acres (4 parcels) of land by the river, the property from the “Andersen Landing Strip” to Shelton’s Marina.
  - Much of the money for the purchase came from a Washington County Land/Water Legacy grant, the DNR and Andersen Corp.
  - The city will be responsible for \$30,000 to \$50,000 to remove the buildings, an archeological study, and environmental study, and access to the property.

**BUSINESS:**

**OLD**

- **Board Member recruitment:** Jill sent a “jazzed up” job description to Adam. When she gets it back from Adam, she will get it out there-Gazette, etc. Jill will look at the application.

- **WCL Service Agreement:** It has been signed!

#### **New**

- **Collection Development Policy-Review:**
  - We need to look at adding a streaming service.
  - We can't do Netflix, but Hoopla is a possibility, as well as Canopy.
  - We probably have to work with Washington County.
  - Jill will send out the Informational Resources.
  - We will look at this at the next meeting again.
- **2019 Andersen Grant-Operating Funds:** Jill has a draft of the letter; Sara will tweak it. There will be a second request for facilities: bathroom, ceilings, carpet, furniture— similar to meeting room update.
- **June, July, August meeting time:** We will move the meeting time to 6:30 for these three months.

**ADJOURN:** There being no other business, Sara W. made a motion to adjourn at 7:05 p.m. Second by Pam J. Meeting adjourned.

**Next Meeting: June 18 @ 6:30 p.m. at the Library.**

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

##### **Space**

##### **Building Update**

The irrigation system repairs have been completed. I also received instructions on how to operate the system, so our lawn should look great this summer! The Master Gardeners have been hard at work cleaning up the yard, replanting plants, and planting new flowers in the pots. For tree replacement, they gave us a few options:

- Hydrangea Tree, many varieties so if this is chosen we can narrow it down to two or three and pick from those – this would match the tree on the other side
- Crabapple Tree
- Pagoda Dogwood Tree
- Dwarf Evergreen Tree

Personally, I like the pagoda dogwood tree, and they think it would do very well in the soil and in that spot.

We are still waiting to have painting done for the pillars and new roof railing. I missed the sweet spot of finding an available contractor, and I am still waiting to get a quote. I hope to have this taken care of very soon.

The state elevator inspector visited while I was out on sick leave, and they sent an email with corrections to be completed. I will work with Minnesota Elevator, Inc., our service company, to ensure the corrections are completed as soon as possible.

## **Resources**

### **Programs**

We had a limited number of programs in May as we prepare for Summer Reading. The Earth Day cleanup ended up being cancelled, but we still had a storytime/craft/sing-along at the Library with 13 people attending at various times. We have plenty of craft supplies left over for next year. Four people attended the May book club meeting. We will take the summer off and resume meeting in September. 13 people attended the special storytime with Chomp the Carrot.

Please see the attached flyer with information about the 2019 Summer Reading Program, and all of the programming scheduled for June.

### **Technology**

Work Flows was down most of the day on May 21. The self-checkout still worked, which made the outage more manageable. We will be adding a new printer to duplicate barcodes for temporary cards and if we need a replacement for a book.

## **Connections**

### **Community**

Our school visits came to an end last week. We are looking forward to welcoming new students again in the fall. I will be inviting summer success teachers to visit the library when they are here for training on June 4.

I will be the guest reader on Valley Bookseller's Storytime Trolley on June 15.

We have started to receive several proctoring requests for summer school students.

### **Foundation**

The Foundation met on April 25 and sent out letters for the spring appeal. They approved funding for new books to give away at the Books & Benches program.

### **Volunteers**

This Friday is the last day the transitions group from Stillwater High School will be helping us out. We look forward to them returning in September! Susie will be training new teens to help with summer events at the beginning of June.

## **Other**

### **Website/Facebook**

Our website needs an overhaul with some of the behind the scene changes that are making updating pages difficult. I will be working with the consultant who built the website to fix the pages. We may also simplify the pages and remove some information based on pages that aren't used often. Website decreased to 22 users a day visiting the

site over the past month. We did have some interest in our post about the summer reading kickoff event.

Facebook Summary: We have 391 likes (up 9 since last month); over the past 28 days, we have reached 308 people, down 52% from the previous period, with 55 post engagements, down 63% for the previous period. We have 9 new page followers this month. Our most popular post was our post about our summer reading kickoff.

**Service Agreement with Washington County Library**

The new service agreement has been completed and will be in effect until December 2021.

Thank you for your flexibility in rescheduling this meeting, and to all of the staff for adjusting schedules while I was out for a week. It was great to be able to focus on recovery and not be stressed about anything at the Library.