

BAYPORT PUBLIC LIBRARY BOARD MINUTES: August 20, 2019

PRESENT: Jill Smith, Erin Crowder, Sara Wagner, Mary Ostertag, Pam Johnson, Connie Carlson

ABSENT: Linda Walters

CALLED TO ORDER: Meeting called to order at 6:29 p.m.

GUESTS: None

PETITIONS TO CHAIR/VISTIORS: None

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

APPROVAL OF BILLS & RECEIPTS:

Bills:

- **321 Communications/phone, cable:** The \$303.12 to Comcast was for two months.
- **420 Repair/maintenance/supplies-building:** \$210.07 to The Retrofit Company was for pickup/disposal of electronics in the basement. We still have chairs left; they will get cleared out after the book sale, except for a few for art classes, etc.

Motion to approve bills by Sara W. Second by Pam J. Motion carried.

Receipts:

- **36220 Rental Income:** *\$720 in outstanding invoices and \$1,250 in meeting room bookings--Andersen is using once a week until October; Jill will bill in October.*
- **36230 Donations:** \$48.00 from Archer and Greta Mishek from their lemonade stand.
- **36233 Grants:** We received the \$80,000 from the Andersen Grant request--\$70,000 for operating funds and \$10,000 for design.

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 July minutes with a spelling correction, changing McDonald to MacDonald. Second by Erin C. Motion carried.

PRESIDENT'S REPORT:

- Sara bopped into the library on Monday, August 12; the library was busy, including groups in corners reading, etc.
- The census is April 1, 2020; Jill is doing a session on the census at the 2019 MLA Annual Conference at Mystic Lake Center in September.
- Sara is hoping to get a picture in our column in the Gazette one of these times.
- The Bayport Library Foundation is going to make the next big grant request for our redesign project and also manage the money for us.

- Our September meeting will start at 5:45 at the library; then we will have dinner afterwards at Manger.

FOUNDATION FOR BPL REPORT:

- Ginny Peulen will be the Foundation's representative on the facilities steering committee.
- Brad Hallett is no longer the treasurer for the Foundation; he is moving to San Antonio.
- Alex Zeien is taking over as treasurer.
- Jill was encouraged by the Foundation Board to pursue a project to digitalize the current DVD set of Bayport Articles and record new interviews to celebrate the 30th anniversary of the Library being in the White Pine location, by seeing if Legacy Funds would be a place to start.

DIRECTOR'S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments
 - Jill is waiting for quotes for the security railing on the roof.
 - The quote for a new phone system is around \$200/month. We are paying only \$80 now, so will not do it now, but maybe plan for 2021.
 - September programs include another meditation class on September 14 and activities for Derby Days on September 21: kids medallion hunt at 10:00 a.m. and kids activities at Lakeside Park from 3:00-6:00 p.m.
 - Jill will be working at MELSA's Read & Ride event at the State Fair at Dan Patch Park on August 28.

COMMITTEE REPORTS: None met.

COUNCIL REP REPORT:

- Another barbeque restaurant is gong in at the sight of the former Bayport Barbeque; they are shooting for the end of the year, but there is a lot of work to be done.
- Plans are laid out for new playground equipment at Lakeside Park-Christopher Johnsen, St. Croix Play.
- They are working on the budget.
- The Land and Water Legacy property project is moving forward.
- The Nature Center in Inspiration is kind of in limbo; residents there would like it gone.
- The Landucci development is single family homes so far, but maybe some twin homes.

BUSINESS:

Old

- **Board Member recruitment:** Big sign in library lobby, information in the Gazette and in the city newsletter.
- **Meeting room policy:** Sara W. made a motion to approve the policy as amended. Second by Erin C. Motion carried.

- **Building RFP:** There were no proposals, so extended timeline; put on the city website and then to League of MN Cities.
- **Future staffing plans:** Work in progress—still working through the best way to move forward; will be a revisit next month.

New

- **Cleaners:** John and Sharon did a response to request for proposals, but the city is looking to have someone do all of the city buildings.

ADJOURN: There being no other business, Sara W. made a motion to adjourn at 7:55 p.m. Second by Mary O. Meeting adjourned.

Next Meeting: September 17 @ 5:45 p.m. at the Library, followed by dinner at Manger after the meeting.

Director's Report for August 2019

We received another donation from Archer and Greta Mishek from their lemonade stand. This year we received \$48.00! We will purchase children's books with the funds.

The change to a three week checkout period for books and automatic renewals happened on August 1. Most people have been happy to hear the news, especially about the automatic renewals.

Space

Building Update

I am waiting for quotes for the security railing on the roof.

Based on responses for a city building RFP for cleaning services, we are going to switch cleaning companies. The city is going to take over the cleaning contract, and charge us \$1500 per month for the remainder of the year. The new cleaning company is McCardle's Janitorial Service, and they will start on September 3.

Resources

Summer Programs

We had another successful summer!

We had 77 attend Brodini's Comedy Magic Show and 58 for Snake Discovery.

We've had about 8-10 for each Weird Science Wednesday. We had 38 for *Lego Movie 2*, 48 for *How to Train Dragon 3* and 43 for *Wonder Park*. We had 9 attend our mini-figure art class.

Our final summer reading statistics were:

11 Tic Tac Teen entries

112 Read Write Draw Entries

28 Kids reading and activity log finishers

Teen participation was down from 22 last year, but the number of kids finishing the reading and activity log was up from 25 in 2018.

We had about 25 for our Scoops and Stories event at Mabel's. We may have another one next week.

Our September programs include another mediation class on Saturday, September 14 at 10:30 am, and activities for Derby Days on September 21, including a kids medallion hunt and kids activities at Lakeside Park.

Technology

Connections

Community

I met again with the Decades Room group from Andersen Elementary. I'm excited to share library resources with students as they work on this project! I will be at Ready Set Go Conferences next Monday and Tuesday to issue library cards to students.

Night to Unite

Thanks to Sara and Mary for their assistance at Night to Unite! While it felt less busy than past years, I still talked with almost 150 people! I issued 2 library cards.

Foundation

The Foundation met on July 25. Ginny Peulen will be the Foundation's representative on the facilities steering committee.

Volunteers

We had 7 teens contribute 44.25 hours to help with summer reading programs and events.

I will be working at MELSA's Read & Ride event at the State Fair next Wednesday, August 28.

Other

Website/Facebook

Website visits are down again to 20 users a day over the past month. The majority of sessions are still links to a catalog search or to my account. The next most visited pages are the hours and locations and events.

Facebook Summary: We have 500 likes (up 4 since last month); over the past 28 days, we have reached 412 people, down 39% from the previous period, with 230 post engagements, up 150% from the previous period. We have 4 new page followers this month. Our most popular post was our post about the new three week checkout period.