

BAYPORT PUBLIC LIBRARY BOARD MINUTES: September 17, 2019

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

ABSENT: Linda Walters, Connie Carlson

CALLED TO ORDER: Meeting called to order at 5:48 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 Erin C. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills:

- **391 Shared Automation:** The \$112.64 to Washington County for the LitFinder Database is 1% of the cost of the program.

Motion to approve bills by Sara W. Second by Erin C. Motion carried.

Receipts:

- **Service Charges:** The \$154.00 from service charges is about normal.
- **36220 Rental Income:** \$720 in outstanding invoices and \$1,410 in meeting room bookings--Andersen is using once a week until October; Jill will bill in October.
- **36230 Donations:** \$50.00 from the Bayport Reading Club in honor of Renee Tolonen.

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

APPROVAL OF MINUTES: Sara W. made a motion to approve the August minutes with a couple of corrections: the donation was from Archer and Greta Mishek and the plans for the new playground equipment at Lakeside Park are from Christopher Johnsen, St Croix Recreation. Second by Erin C. Motion carried.

PRESIDENT'S REPORT:

- The outside looks really nice; we still have to add the pine tree-try to get one in the fall yet.
- Sara wondered if we know anything about having lead paint to deal with, but we will have to wait for that information as part of the building assessment.
- The next Andersen grant request will be in April 2020. We will have to use \$10,000 on design before then.
- There was lots of library traffic during Derby Days.
- Sara is going to the MLA conference.

- Special thanks to Jill for helping with the decades project at Andersen Elementary.

FOUNDATION FOR BPL REPORT: The next meeting is October 24th.

DIRECTOR'S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments
 - EXCITE: Transformations for Libraries opened up the application process for free three-day training-November 13, 14, 15. More information coming.
 - There will be another meditation class-Meditation for the New Year-on January 9th.
 - The self-check machine update has been completed, including now letting you know if holds are available when you scan your card.
 - There is another good group of three new transitions students who will be volunteering every Wednesday morning.

COMMITTEE REPORTS: None met.

COUNCIL REP REPORT: Rep absent.

BUSINESS:

Old

- **Board Member recruitment:** It will be posted in the city newsletter and also in the Gazette again. The deadline to apply is November 1st. The city council doesn't need to approve new members until the December meeting to start in January.

New

- **Step increase for Library Director:** A motion by Erin C. and a second by Mary O. to approve an eligible step increase for the Library Director position, at Grade 9 Step 6 (\$87,029.39) in the City of Bayport's 2019 Equity plan, effective 9/23/2019. Roll call vote: Crowder-aye, Johnson-aye, Ostertag-aye, Wagner-aye, Walters-absent. Motion carried.
- **Planning for Annual Evaluation of Library Director:**
 - Board members will fill out the evaluation.
 - Jill will fill out a self-evaluation and email it to the board for review.
 - Closed meeting on October 15 at 5:15 (with pizza) for annual evaluation.
- **Distribution of Free Materials Policy:** We reviewed the proposed changes and will vote on approval at next meeting.

ADJOURN: There being no other business, Sara W. made a motion to adjourn at 6:37 p.m. Second by Pam J. Meeting adjourned.

Next Meeting: October 15 @ 6:15 p.m. at the Library, following the annual evaluation of the Library Director.

Director's Report for September 2019

Our circulation was 7983 for the month of August – certainly the highest monthly total since I have been here! It may be due to the closure of Wildwood for the building of a new library. I know Stillwater has also seen an increase in circulation.

Space

Building Update

So far, in two weeks, the new cleaning company is doing a great job! They have been very receptive to feedback, and have tackled some dirty areas. I will be getting a quote for deeper carpet cleaning, if it is competitive, it will be nice to only deal with one company for our cleaning needs.

Resources

Programs

We had only 4 at our second Scoops and Stories event at Mabel's. It was a rainy night. Unfortunately, we only had one person attend our meditation class.

I started a new series of readings at Croixdale on Monday, this fall session will focus on travel stories. Sara is going to share her art expertise at our last session.

We are looking forward to all of activities for Derby Days on September 21, including the annual used book sale, a kids medallion hunt and kids activities at Lakeside Park.

Technology

The self-check machine update has been completed.

Connections

Community

We issued 10 cards at the Ready Set Go conferences. We have 6 classes visiting regularly already, and hope to have 2 more start visiting soon. We also provided bins of books that the classes can use for their 100th anniversary celebration. I was set to judge the Farmer's Market pie contest again, but there were no entries on the rainy day.

Foundation

The Foundation will meet on October 24. We will request our \$45,000 grant from them at this meeting.

Volunteers

Susie is helping to recruit volunteers for the events at Derby Days and coordinating the book sale. We have a new group of three Transitions students who will be working with us every Wednesday morning.

Other

Website/Facebook

Website visits stayed the same at 20 users a day over the past month. Visits from mobile devices increased to 40% of the visits.

Facebook Summary: We have 502 likes (up 2 since last month); over the past 28 days, we have reached 494 people, up 20% from the previous period, with 57 post engagements, down 76% from the previous period. We have 2 new page followers this month. Our most popular post was our post with the September newsletter.

I will be attending the Minnesota Library Association conference Thursday and Friday. I will share a full report of the sessions I attend next month.