

BAYPORT PUBLIC LIBRARY BOARD MINUTES: November 19, 2019

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

ABSENT: Connie Carlson, Erin Crowder

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

APPROVAL OF BILLS & RECEIPTS:

Bills:

- **420 Repair/maintenance/supplies-building:** The \$196.20 to Anderson Heating was for repair of the HVAC system.

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

Receipts:

- **36220 Rental Income:** \$1580 in outstanding invoices and \$300 in meeting room bookings.
- **36230 Donations:** \$250.00 donation from the Master Gardeners from their Garden Market Craft Sale.
- **36233 Grants:** \$45,000.00 from The Foundation for Bayport Public Library.

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

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

PRESIDENT'S REPORT:

- Sara acknowledged the death of Vern Hophan. Vern and his wife, Edie, were very active in the library and the community. Edie still lives at Croixdale.
- On Monday, November 18, The Book Club for Adults included five lively members and a great discussion about *The Care and Feeding of Ravenously Hungry Girls*.

FOUNDATION FOR BPL REPORT:

- The foundation met on Thursday, October 24th.
- New Board Member and Treasurer, Alex Zeien, was welcomed.
- The Fall Appeal Letters were assembled. The Fall Appeal is sent only to previous donors. The mailing is over 300. The Spring Appeal is sent to all residents, a large mailing of over 800.

- The Foundation is looking for new fundraising software-to try to streamline and modernize it.

DIRECTOR'S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments
 - A heating issue-in the workroom and office area-was repaired by Anderson Heating.
 - The start time for the art class in January will be pushed back to 6:30, and we will do more promotion. The seasonal art project will be a "snowman from top down".
 - Because of an increase in attendance at baby storytime, it will be continued for the rest of the year.
 - There will be a story stroll outside at the Lighting of the Village Green on Wednesday, December 6th.
 - Jill will post a position for a new staff person-online and in the library.
 - We are still waiting for an updated contract from Washington County IT.
 - Jill was summoned for jury duty in Ramsey County the week of December 9th and will update the board if she needs to miss time to serve on a jury.

COMMITTEE REPORTS: The Facilities Committee met and looked at proposals. The committee is meeting again on Friday.

COUNCIL REP REPORT: Rep. absent.

BUSINESS:

Old

- **Library board member recruitment:**
 - Colleen Robinson will send her request to serve on the board to the city for approval at their December meeting.
 - There were five applicants for the second board opening. Jill and Sara will interview the applicants.

New

- **RFP proposals:**
 - The board reviewed and discussed proposals from Kodet Architectural Group, LTD. and Bentz Thompson Rietow, Inc.
 - Sara W. made a motion to accept the design proposal from Bentz Thompson Rietow, Inc. for the Bayport Public Library Facility Master Plan. Second by Linda W. Roll call vote: Johnson-aye, Ostertag-aye, Wagner-aye, Walters-aye. Motion carried.
- **Set 2020 Salaries:** Tabled to December meeting.

ADJOURN: There being no other business, Sara W. made a motion to adjourn at 7:23 p.m. Second by Pam J. Meeting adjourned.

Next Meeting: December 17 @ 6:00 p.m. at the Library.

Director's Report for November 2019

We have received five applications for the Library Board opening.

Space

Building Update

We will be reviewing the responses to our Facilities Plan RFP during new business. Both firms have favorable references from librarians I know and trust.

We had a heating issue in the workroom and office area (the Library itself was fine) which has been repaired by Anderson Heating.

Resources

Programs

We had 28 for each of the movie showings over MEA in October. Only 2 kids participated in the art class – but they had an amazing time and Lisa was an excellent instructor. We are going to push back the start time to 6:30 for the next class in January, and do more promotion. We had 334 attend the Spooky Basement on Halloween; it did not seem as busy as last year, but I am pleased with the total attendance.

After last month, we are seeing an increase in attendance at baby storytime. Between 4 and 6 babies plus caregivers have attended each week. We will continue to offer it for the rest of the year.

Upcoming events are the performance of Ebenezer Duke on Thursday, December 5 at 6:30 pm and a story stroll outside for Lighting of the Village Green on Wednesday, December 6 at 6:00 pm.

Staff

I am working on a training plan for the new staff person we will welcome in 2020, and I am working on new processes for our receiving and labeling of new books and materials when they arrive. We will be examining all of the clerical job duties and reassigning tasks as it makes sense.

Technology

I am still waiting for an updated contract from Washington County IT.

Connections

Community

The Washington County Master Gardener's used our upstairs space for their market bazaar. They have donated \$250 from their proceeds to the Library.

I have proctored several exams this fall, serving 8 new students from institutions as far away as North Carolina. The students are very grateful for this service.

Unfortunately, I was not selected to participate in the Excite Training offered by State Library Services.

Foundation

The Foundation met and sent out the fall appeal only to their donor list, not to every address in Bayport this time. It will reduce expenses and very few donations were received that way. They approved their contribution of \$45,000 to the Library.

Volunteers

The teen volunteers did an outstanding job with the Spooky Basement! I really didn't have to lift a finger and it was a great experience for all of the kids!

Other**Website/Facebook**

Website visits decreased slightly to 17 users a day over the past month. Catalog searches still remain the most popular visit.

Facebook Summary: We have 507 likes (up 2 since last month); over the past 28 days, we have reached 846 people, up 174% from the previous period, with 103 post engagements, up 102% from the previous period. We have 2 new page followers this month. Our most popular post was about Halloween and the Spooky Basement.

I attended All Are Welcome, a second training looking at racial equity in libraries, on October 17.

Hennepin County Library and St. Paul Public Library staff shared several examples of programs they conduct to reach out to underserved populations. It is inspiring to see how libraries are helping their communities across the state!

I have been summoned for jury duty in Ramsey County the week of December 9. I will update the board if I need to miss time to serve on a jury; at this time, I need to call in daily and can work my normal schedule if not needed.