

BAYPORT PUBLIC LIBRARY BOARD MINUTES: October 15, 2019

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

ABSENT: None

DIRECTOR'S ANNUAL EVALUATION: Sara W. moved to go to closed session, without the director present, to complete the director's annual evaluation. Second by Mary O. Motion carried. Closed session called to order at 5:20. Feedback was discussed and noted by board members. Jill then joined the board to discuss the evaluation, which was completed in a Word document. Sara W. moved to adjourn the closed session at 6:29. Second by Linda W. Motion carried.

CALLED TO ORDER: The regular board meeting was called to order at 6:31 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:

- **420 Repair/maintenance/supplies-building:** The \$250.00 to Clog Unboggler was for reading room sink repair; the \$155.85 to Chris Amdahl Locksmith was for a door lock repair.

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

Receipts:

- **34760 Service Charges:** \$319.99 from service charges.
- **36220 Rental Income:** \$140.00, but more on credit cards so will come from Washington County. *\$1580 in outstanding invoices and \$350 in meeting room bookings.*

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 September minutes by Sara W. Second by Linda W. Motion carried.

PRESIDENT'S REPORT:

- Sara saw Mark Blando, former library director, at the MLA conference.
- Sara shared highlights from some of the sessions she attended at the MLA conference, including Creating Welcoming Environments Through Authentic Connections and We Count MN Census 2020.

- Minnesota Orchestra live streams concerts.

FOUNDATION FOR BPL REPORT: The foundation meets next Thursday, October 24th.

DIRECTOR'S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments
 - Two architectural firms visited the library to tour space and ask questions about the project. RFPs deadline is November 1st.
 - Derby Days went really well, including the medallion hunt, the book sale, and the kids' activities at Lakeside Park.
 - Both family and baby storytime have had small groups-only 1 or 2 babies each week. If this continues into the fall, may take a break between Thanksgiving and New Year's for baby storytime, but will have at least one storytime weekly.
 - Pam Clements will be retiring December 31, 2019; job posting beginning of December.
 - Jill spoke with Patrick Gangl from Washington County IT about renewing our contract for next year and should have a contract ready for review for November.
 - Jill applied for the EXCITE training, but hasn't heard yet.
 - Susie has a bunch of volunteers for the Spooky Basement on Halloween.
 - Jill is seeking quotes for the preprocessing of materials.
 - Jill also shared highlights from some of the sessions she attended at the MLA conference, including The Interlocked Library: Interweaving Your Community's Mission into Library Services; One Chapter at a Time: How Fergus Falls Built Its New Library-the architect who presented has been here to tour our space; 3,2,1 Engage! Tools and Tips for Launching Authentic Power Partnerships; and Goodbye Reading Logs! A New Way to Do Summer Reading.

COMMITTEE REPORTS: None met.

COUNCIL REP REPORT:

- The big thing is deciding on short-term rental. There has been one public hearing and there will be one more.
- Work on Hwy 95, adding the median in the middle, will be next summer.
- Connie also gave us an update on the new park by the river.

BUSINESS:

Old

- **Library board member recruitment:** There has been one application.
- **Distribution of Free Materials Policy:** Sara W. made a motion to approve the policy. Second by Pam J. Motion carried.

New

- **2020 Holiday Closings:** Motion to approve Holiday closings by Sara W. Second by Mary O. Motion carried.

- **Step Increase for Clerk III:** With a motion by Erin C., a second by Linda W., and a roll call vote, the step increase was approved.
- **Phone Upgrade:** Jill received a new quote for a phone upgrade, which was more affordable than the first quote, but still \$40 more per month than we are paying now. The current system is aging and there are more issues with the current phones, so we should upgrade within the next six months. Jill will do a little research. She will check and see what the city has and also check with Washington County.

ADJOURN: There being no other business, Sara W. made a motion to adjourn at 7:33 p.m. Second by Linda W. Meeting adjourned.

Next Meeting: November 19 @ 6:00 p.m. at the Library.

Director's Report for October 2019

Circulation has stayed higher than normal through September. We do not have accurate self-check statistics for September, as the upgrade cleared out the statistics for the first 9 days of September. We have received one application for the Library Board openings.

Space

Building Update

Two architectural firms, Bentz Thompson Rietow and Kodet, have visited the Library to tour our space and ask questions about the project. I anticipate that they will submit proposals soon. I also spoke with two other firms at the MLA conference and hope to hear from them as well.

We had a clogged sink in the reading room. Public Works tried to unclog it, but we ended up having to call the Clog Un-boggler. Public Works will also be replacing the batteries in our emergency exits for us and raising the TV in the meeting room soon.

Resources

Programs

All of the events for Derby Days went well! We had 30 kids participate in the medallion hunt, although the time was listed wrong on the Derby Days website. The Foundation earned \$804 at the booksale. Susie also worked with Sentence to Serve to remove some of the oldest books that have been through 4+ book sales, and there is now room on the shelves downstairs. The kids' activities also went well, even with a couple spots of rain, and with a few changes next year, I think it will go even better. Thanks to Sara and Mary for staffing the tent with me and our volunteers!

We have had small groups for both family and baby storytime – I've only been having 1 or 2 babies each week. If this small attendance continues into the fall, I will probably take a break between Thanksgiving and New Year's for baby storytime. We will continue to have at least one storytime weekly, but that may be all we can support at this time.

Staff

Pam Clements has officially notified me that she will be retiring on December 31, 2019. We will look to fill her position with a person who can do more programming tasks.

Technology

I spoke with Patrick Gangl from Washington County IT about renewing our contract for next year. I've requested less prepaid support, as we have not used much this year. I should have a contract ready to review for November.

I spoke with our Nova phone representative and expressed that the first quote was too high. She has provided me with a second option, which we can discuss under new business. While it will be an additional expense, we will have to upgrade our phones at some point in the near future.

Connections

Community

It was great to celebrate Bayport at Derby Days and celebrate the 100th anniversary at Andersen Elementary.

I had applied for the EXCITE training but have not yet heard if I was selected to attend.

Foundation

The Foundation will meet on October 24 to send out the fall appeal.

Volunteers

We have all our slots filled for fall volunteers, including six teens for decorating and staffing the Spooky Basement. Sara and I were very impressed with Esther, who helped out with the kids' activities for Derby Days, and Allison and Zach who helped with the medallion hunt. We are hoping they may help with STEM experiments next summer.

Other

Website/Facebook

Website visits decreased slightly to 19 users a day over the past month. Catalog searches remain the most popular visit, followed by the locations and hours page.

Facebook Summary: We have 505 likes (up 3 since last month); over the past 28 days, we have reached 267 people, down 46% from the previous period, with 43 post engagements, down 28% from the previous period. We have 3 new page followers this month. Our most popular post was our post with the October newsletter.

Library Collection

I am seeking quotes for the preprocessing of materials – materials arrive shelf ready and only need to be attached to the catalog record.