

BAYPORT PUBLIC LIBRARY BOARD MINUTES: February 18, 2020

PRESENT: Jenny Erickson, Pam Johnson, Mary Ostertag, Colleen Robinson, Jill Smith, Sara Wagner

ABSENT: Connie Carlson

CALLED TO ORDER: Meeting called to order at 6:04 p.m.

PETITIONS TO CHAIR/VISITORS: None

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

APPROVAL OF BILLS & RECEIPTS:

Bills:

- **302 Contract Service:** \$980.00 to Biblioboard is the annual fee for Creator, a tool which can be used to self-publish, including uploading video and audio.
- **420 Repair/maintenance/supplies-building:** \$180.47 to MEI Elevator is for bi-monthly service and \$100.00 to MN Department of Labor and Industry is for our annual elevator license.

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

Receipts:

- **34760 Service Charges:** \$56.00 was a small amount this month. It was mostly copies and faxes.
- **36220 Rental Income:** *\$700 in outstanding invoices and \$125 in future meeting room bookings.*

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

APPROVAL OF MINUTES: Motion to approve the January minutes by Sara W. Second by Jenny E. Motion carried. Following up on the question from the January meeting about having an AED in the building, Sara wondered if we do have one. Jill found out that there used to be one, but can't find it anywhere in the building. She will look into it.

PRESIDENT'S REPORT:

- The Valley Library in Lakeland, part of the Washington County Library system, is open again, after refreshing their space. Jill was there; it is very nice. She will go back another time to check out the staff areas.
- Sara went to the opening of the Arvonne Fraser Library (used to be the SE Minneapolis Library). It felt like a new space in an old building-kept the best of the old and enhanced it/made it new.
- Sara can't be here for the March 24th meeting, so we changed it to March 26 at 6:00. Jill will take care of public notice.

FOUNDATION FOR BPL REPORT:

- The board approved funding for the architectural plan. Down the road we will have to look at fund-raising.
- The board is moving to a more modern online donation program.
- The next meeting is April 23.

DIRECTOR'S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments:
 - Programs: *In addition to doing a Tree-riffic Trees program in April, the SciGirls are also doing a staff training on teaching science. Jill is going to the training and will then teach the STEM kids. *Six people came for book club; there will be another book club on March 9th. *Almost all of the summer programs are set. The summer kick-off is June 3rd-in coordination with BCAL.
 - Staff: Jill hired Fitzie Heimdahl as clerk sub. He worked for the Washington County Historical Society, has experience writing Legacy grants, and worked for Habitat for Humanity. He has already helped with some small building repair projects.
 - Technology: The new RFID pad was installed by Washington County within a week and is working great.
 - Connections: De Vinci Fest was a huge success. We might have get a button machine, or borrow Stillwater's machine, for our summer kick-off.
 - Jill has started to work on the 2019 Annual Report. She will be attending the Public Library Association Conference in Nashville February 26-29. She will also be attending the Library Legislative Day on March 31, including meeting with representatives.

COMMITTEE REPORTS:

- Facilities committee met-Information in Old Business.
- PR committee meeting this week.

COUNCIL REP REPORT: Rep. absent.

- Jill shared there is an Open House/informational meeting about the Hwy 95 project on April 9, 4:30-6:30, at the library.

BUSINESS:

Old

- **Facilities Master Plan update:** Jill shared the meeting notes from the Bayport Public Library Master Plan Kick-off Meeting on February 3rd. The design team scheduled an assessment walk-through for February 14th, during which they took a lot of pictures and did a lot of measuring. Coming up:
 - Open house at the library, with a chance to talk to the architects, on March 30th, 5:00-7:00.
 - Smaller focus groups will get together before the open house. The architects will facilitate these meetings. Jill will email the board when these are set up.
 - There will be a display about the Facilities Master Plan in the small meeting room on April 9th, during the Hwy 95 Open House/information meeting, so people can stop by and take a look.

New: None

Adjourn: There being no other business, Sara made a motion to adjourn at 6:59 p.m. Second by Pam J. Meeting adjourned.

Next Meeting: March 26 @ 6:00 p.m. at the Library.

Director's Report for February 2020

Space

Building Update

We will talk about progress during new business at the meeting. Thank you to everyone who attended our kickoff meeting.

Resources

Programs

We had a decent crowd of 27 for the Superhero Storytime on Saturday, February 1. The kids really enjoyed the program and asked for Spiderman next time! We had 6 attend the book club on February 10. I hope the group keeps coming – they had an excellent discussion!

We have several programs scheduled over Stillwater's spring break:

Create Your Own Mini-Figure – Monday, March 9 at 1:00pm

Toddler & Preschool Drive-In Movie – Wednesday, March 11 at 10:30 am

Movies – Frozen II on Thursday, March 12 at 1:00 pm and Abominable on March 13 at 1:00 pm

Book club will meet on March 9 to discuss *The Newcomers* by Helen Thorpe.

We will have a Tree-riffic Trees program by the SciGirls on Monday, April 20 at 6:30 pm for kids ages 6-10 as part of The Big Read in the St. Croix Valley. This year's book is *Lab Girl* by Hope Jahren. We have a couple of copies for give-away left at the Library.

Almost all of the summer programs are set. We will be adding an online component this year with Stillwater Library, and we are creating a video for promotion.

Staff

I have hired Fitzie Heimdahl as clerk sub to help with daytime openings. He was one of the applicants when we hired Susie. Fitzie worked for the Washington County Historical Society and also has experience writing Legacy grants. He also worked for Habitat for Humanity in the past and has helped with some small building repair projects already.

Technology

The Foundation agreed to pay for a new RFID pad. It was installed within a week and is working great!

Connections

Community

Da Vinci Fest was a huge success! We were busy the entire time, and we helped over 200 kids make buttons. We made about 80 blank books.

Foundation

At the January meeting, the Foundation approved the 2020 budget, elected officers and approved the purchase of a new online donor management system.

Volunteers

We welcomed a new teen volunteer who is a foreign exchange student from Indonesia. We also have a new crew of Transitions students helping us weekly.

Other

Website/Facebook

Website visits decreased to 19 users a day over the past month. The majority of users are connecting to a catalog search.

Facebook Summary: Over the past 28 days, we have reached 849 people, down 66% from the previous period, with 114 post engagements, down 57% from the previous period. Our most popular post was the post about Da Vinci Fest.

I am starting work on the 2019 Annual Report. It will be ready for approval at the March meeting. Our circulation, reference questions and visits are all up from 2018.

I visited the new Valley Library on February 5. It is a beautiful, flexible space for a small library!

I will be attending the Public Library Association Conference in Nashville February 26-29, with travel funded by the Foundation. I'll send a report of the sessions I attend, I am looking forward to learning about new library trends and visiting the exhibit hall for furniture ideas!

Library Legislative Day, sponsored by the Minnesota Library Association, is on Tuesday, March 31. I will attend with Mark Troendle, the Stillwater Library Director, and a couple of members of the Stillwater Library Board. If you are interested in attending with us, please let me know.