

**BAYPORT PUBLIC LIBRARY BOARD MINUTES: June 16, 2020**

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

**ABSENT:** None

**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:**
  - \$6,572.49 to Service Master for water clean-up from the restroom toilet flooding. Because of staff and utility cost savings from the closure, it shouldn't affect the budget too much. Jill will check with Adam about insurance, but thinks there's a pretty high deductible. She will also check with Adam about chipping in a little.
  - \$895.00 to Zoobean Inc. for the summer reading online module. We are splitting the cost with Stillwater.
- **420 Repairs/maintenance/supplies-building:** \$49.28 to Lawn Green for lawn service.

Motion to approve bills by Sara W. Second by Jenny E. Motion carried.

**Receipts:**

- **36230 Donations:** \$150 from the Bayport Tuesday Reading Club.
- **36240 Refunds & Reimb. Prof Fees:** \$222.46 from Washington County Library.

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

**APPROVAL OF MINUTES:** Motion to approve the updated version of the May minutes by Sara W. Second by Colleen R. Motion carried.

**PRESIDENT'S REPORT:**

- There is a Poetry Walk in the library's north windows. Information in the Gazette and July newsletter, including directions for submitting poems.
- Sara shared a book with the board: *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life* by Eric Klinenberg. It's a good "food for thought" book. Here's a description the book (from Amazon):

We are living in a time of deep divisions. Americans are sorting themselves along racial, religious, and cultural lines, leading to a level of polarization that the country hasn't seen since the Civil War. Pundits and politicians are calling for us to come together and find common purpose. But how, exactly, can this be done?

In *Palaces for the People*, Eric Klinenberg suggests a way forward. He believes that the future of democratic societies rests not simply on shared values but on shared spaces: the libraries, childcare centers, churches, and parks where crucial connections are formed. Interweaving his own research with examples from around the globe, Klinenberg shows how "social infrastructure" is helping to solve some of our most pressing societal challenges. Richly reported and ultimately uplifting, *Palaces for the People* offers a blueprint for bridging our seemingly unbridgeable divides.

- Plans will be evolving.

#### **FOUNDATION FOR BPL REPORT:**

- There is a meeting scheduled in July; hopefully, it can be held in the park.
- Joe emailed Jill about updating the website.

#### **DIRECTOR'S REPORT: Strategic Plan** as outline

- As submitted (see attached)
- Additional comments:
  - Staff: Janelle St Clair has decided to retire-now, instead of December. We are still processing what we're going to do-maybe some subs, others pick up some additional hours. We will need to hire somebody for that position, probably in August or September.
  - Jill had planned to schedule staff for our pre-closure hours starting July 6, but will probably push that back a week with Janelle retiring.
  - Adam is not anticipating any budget cuts, more information in July/August.
  - The American Library Association is having a virtual conference, at a very reduced cost. Jill signed up for that next week. She will report on it at the July meeting.

#### **COMMITTEE REPORTS:**

- The Facilities committee met last week: Jill, Colleen, Sara and Erin Crowder. There are no major structure things. There is no audio alarm for fire.
- Jill shared that some focus groups have met-with few people, so still trying for a few more, like a teen group. Everyone felt the library was very welcoming; they were very complimentary.
- Colleen suggested we should have some things on display representing equity and diversity.

#### **COUNCIL REP REPORT:**

- The council met on June 1<sup>st</sup>. The main thing was going over the audit and the city fared very well on the audit.
- Susan St. Ores, John Buckley, and Connie Carlson have terms that expire this December, so mayor and two city council seats will be on the ballot this November.
- Restaurants in Bayport have some leeway to have outdoor seating.
- No beach reservations through June, but the city plans on reservations in July.
- Since Wanda is no longer with the city, there has been some reallocating of jobs and more responsibility for Mary Goulette and Chantelle McRoberts as they take on Wanda's jobs.
- Connie gave us an update on the Hwy 95 project.

#### **BUSINESS:**

##### **Old**

- **Facilities Master Plan update:** The next steps include a report back from BTR-assessment of the building, then meet with the city and divvy up responsibilities, and then plan with the foundation. There was going to be a public event at Derby Days, but Derby Days was cancelled.
- **Personnel Policy update:** Sarah Taylor has done an update for the city. Once the city approves it, we will look at if for us and decide if we need to make any adjustments-make it more applicable/relevant for our staff.
- **Reopening Plan:** Jill shared a document: Next Steps to Reopening for Public Service, a plan for a phased reopening. Dates are tentative and may change depending on conditions, including being paused if cases spike. Information for the public will be in the newsletter and the Gazette.

**New:** None

**Adjourn:** There being no other business, Jenny E. made a motion to adjourn at 7:05 p.m. Second by Pam J. Meeting adjourned.

**Next Meeting: July 21 @ 6:00 p.m. on Zoom.**

## **Director's Report for June 2020**

### **Reopening**

Please see the Reopening Plan for more details on how we will approach reopening. Whenever I make a decision, things seem to change immediately! As cases are staying relatively low in Washington County, I think a phased reopening starting June 29 is still a realistic plan, but I will make adjustments as needed.

Stillwater Library will remain closed through July 31. Washington County Library is currently taking appointments for computer use. They have not been overly busy yet, and almost all patrons are wearing masks.

We have added Monday evenings and Saturday hours for pickup times, but we are not seeing a large number of pickups during the additional hours yet.

### **Space**

#### **Building Update**

Toilet Flooding Update: Public Works was able to reinstall the baseboard in the hallway and move shelving in the staff workroom back into place. Staff was able to clear out a lot of space with underused materials from the shelving, and there is a lot more accessible storage space in the staff workroom. We did receive the bill from ServiceMaster, it is \$6572.49, not something we had planned or budgeted for. We are saving a lot of funds on staff and utility costs during our closure, so we should not have to make any further cuts to pay for this bill.

The Master Gardeners are waiting until July to work on any community projects; staff will start trying to catch up on some of the weeding. Carla Ryan planted fresh flowers in our pots – they look amazing!

### **Resources**

#### **Programs**

We did not have anyone join us for our first Zoom bookclub. We are going to try again for *Lab Girl* by Hope Jahren in August, as we try to relaunch The Big Read. One Book One Minnesota is working on details for another book, I hope to be able to share that title and details soon.

We had 16 registrations for our first Take and Make Art Class with Lisa, our instructor from the fall and winter. So far, I have not had anyone contact me with issues about accessing the video. We still have spots and kits left if more kids want to participate, the video is available all summer. We are doing a class in July and August as well.

MELSA will be providing video programs from performers like Brodini, The Jolly Pops and Schiffelly Puppets. Each library system will have a link available for a week. I will share the links from Washington County Library on our facebook page and website. Brodini the Magician kicks things off the week of June 15<sup>th</sup>.

So far, we have had 19 kids sign up for the Summer Explorers Summer Reading Program. They have already logged 1599 minutes of reading (that's 26.65 hours) and earned 33 activity badges!

### **Staff**

With the increase in curbside pickup hours, staff are working about 75% of their normal schedule. I plan to schedule staff for our pre-closure hours starting July 6.

### **Technology**

I am still working on plans to lend hotspots; I am hopeful we will have something in place by August so that if school does need to go to distance learning again in the fall, we are ready to help families that need internet access.

## **Connections**

### **Community**

We were able to deliver books to staff at Croixdale this month for distribution to residents, and we will continue that throughout the summer.

We are receiving more calls from the public assuming we are open. The general sentiment seems to be pandemic fatigue, rather than a feeling that cases have decreased enough to feel safe. The city is supportive of taking a slow and measured approach to reopening.

### **Foundation**

The Foundation still plans to meet again in July. They are updating their donor database, using a product called Donor Snap that should help them more efficiently manage appeals and donations.

### **Volunteers**

No volunteers will be used in the Library for the foreseeable future.

## **Other**

### **Website/Facebook**

Website visits saw a slight increase to 24 users a day over the past month. Fixing the catalog link helped. The page for summer reading was the third visited page, after the home page and locations and hours.

Facebook Summary: Over the past 28 days, we have reached 326 people, up 25% from the previous period. Post engagement was also up 212% - because we did not have a lot of engagement in May. The post with the most reach and engagement was the post about the Virtual Art Class for Kids.

I will be on vacation from June 18 - June 23, and will prepare the Library for reopening when I return.