

BAYPORT PUBLIC LIBRARY BOARD MINUTES: August 18, 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 6:05 p.m.

PETITIONS TO CHAIR/VISITORS: None

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

APPROVAL OF BILLS & RECEIPTS:

Bills:

- **217 Books, periodicals, tapes, CD's:** \$1,655.23 to Washington County Library was for magazine subscriptions.
- **302 Contract Services:** \$151.86 to Carla Ryan (Master Gardeners) was for the summer pots.

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

Receipts:

- **36233 Grants:** The big exciting news for the month was the \$70,000.00 grant from the Fred C. and Catherine B. Andersen Foundation.

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

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

PRESIDENT'S REPORT:

- The virtual book club on Zoom for the One Book One Minnesota selection, *A Good Time for the Truth: Race in Minnesota* is on Thursday. There are still copies of the book at the library.
- The Wildwood Library is open. If you drive by it, you can see the lower shelves, providing an open view.
- There are a few things the foundation could help us with, when offered—bike racks, railing, some stone pavers. It might be good to see if the master gardeners have any ideas.
- Thank you to Jill for keeping up curbside pick-up, even while we are not open.

FOUNDATION FOR BPL REPORT:

- They didn't meet.
- The next meeting is in October, but we should contact them if we have needs.

DIRECTOR'S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments:
 - Stillwater Library is opening on a limited basis starting the week of August 24. Washington County Library continues to be open at a limited capacity and may go back to pre-closure hours after Labor Day. There was a reduction of cases numbers today; if this holds, we will open again soon.
 - Technology: The WiFi hotspots have arrived. Jill will share this on Facebook. Sara will put it in the Gazette.

COMMITTEE REPORTS:

- The Facilities Committee met. We will talk about it in the Facilities Master Plan update in Old Business.

COUNCIL REP REPORT:

- The council is still having remote meetings.
- In the upcoming election, there is one candidate for mayor and there are three for city council.
- Adam, Connie and Susan interviewed for a new city attorney. Our current city attorney, Andy Pratt, is leaving. The new city attorney is Chris Nelson.
- The work on Hwy 95 is going to be pushed out a bit—more like September.
- The main thing at the last meeting was a lot about Covid and mandated masks. Laura went to each business and went over the guidelines.
- The primary election didn't have as many people voting in person as last time, but more than expected. There were more mail-in than in the past.
- The council talked about how to help businesses out.

BUSINESS:

Old

- **Facilities Master Plan update:** Jill, Sara and Colleen met; Erin C. Wasn't able to come. Jill shared three different scenarios for updates to the Library's main space. The board discussed the things we have to decide to get to the next steps:
 1. Do we want to move part of the collection downstairs and lower shelves, or keep things on the first floor? Questions/thoughts: Would we put the less used books down there? If the basement is open, put a security camera down there? There would be no place to sit down there, just stacks.
 2. Do we want to pursue an option for an automated materials handling system, which would check in and sort materials. We have to consider that there would be ongoing maintenance costs, and that we would have to relocate the outer book drop as well. While it would be nice for staff, it would also be a large investment. Even a small one for here would be around \$100,000. While it would be very nice to have, we have way lower circulation than most that have them. We also talked about getting rid of the big chimney by the service desk.
 3. Do we want to reorient the service desk? If so, how will make the best sense? The staff would probably know best.
 4. Would we want to move the staff break area upstairs? No.
 5. Do we want to prioritize a mother's room/quiet space room? Yes.
 6. If we opened up meeting room B as an open lounge space, would that work to be open all of the time with cameras or would we restrict access? It could be a teen loft with some gaming and tech space. Adults could use it on the off hours, when kids are in school.

We are getting closer to the end of this phase, and then we will have to work on the financing before the work can begin. Our first priority will be to redo the restrooms on each floor. Tomorrow Jill will talk with Jonathan and Ann with feedback from the staff and the board. They'll bring back pricing. Then we have to go find that money. We have to have the grant request to the Fred C. and Katherine B. Andersen Foundation by September 15.

- **COVID-19 Update:**
 - We went back to curbside pickups on August 3, and still not seeing much progress in the number of cases decreasing.
 - Another update this week is that a family member of a staff person has been tested for COVID-19. The test ended up being negative, but it was a wake-up call about what we will need to do if a staff member tests positive and how that impacts everyone on our staff, even if we are not all working together at the same time. Jill is glad we are only doing curbside right now, because if we were just open normally, even if the risk is low, it's still hard to think about how many people could have been exposed and how we would even begin to know who was here. When we had appointments, Jill kept a list for ten days, and then shredded it. We would likely have to close completely for 2-3 days for a deep cleaning of our space and to allow all staff to self-quarantine.

- We do have some CARE Act funds from the city to use for the Library. They will be used to purchase a new laptop for Jill to use to work from home, cleaning supplies-including standing self-service hand sanitizer, and our Zoom subscription. Jill has also asked for funds for additional circulating WiFi hotspots and additional bins for the bookdrop to help with quarantining returned materials. If we don't get some of these funds, Jill will ask the Foundation of Bayport Public Library.
- **Emergency Management Plan:**
 - There will be one AED on each floor and the plan should have the location of the AEDs.
 - Jill is going to go over the safety checklist with all of the staff.
 - We will approve the plan next month.
- **2021 Budget:** Sara W. made a motion to approve the proposed Library budget-revenue and expenditures. Second my Pam J. Motion carried.

New: None

Adjourn: There being no other business, Sara W. made a motion to adjourn. Second by Pam J. Meeting adjourned.

Next Meeting: August 18 @ 6:00 p.m.—Zoom for now. If everyone's comfortable and things improve, we can meet with social distancing.

Director's Report for August 2020

Stillwater Library is opening on a limited basis starting the week of August 24. They will allow browsing on Wednesdays from 1 pm – 7 pm and Saturdays from 10 am – 2 pm at a limited capacity. They will have curbside pickups on Tuesdays and Thursdays.

Washington County Library continues to be open at a limited capacity and may go back to pre-closure hours after Labor Day.

Based on current case numbers, I still feel it is prudent to follow the Harvard Global Health Institute and wait until cases start to decrease before we allow patrons into the building again.

Space

Building Update

We will talk about the facilities master plan under old business.

I am working on getting the dwarf white pine tree ordered from Bachman's and delivered. When we have a date, we'll do a small, socially distanced planting for it!

Resources

Programs

We had 21 registrations for our third Take and Make Art Class with Lisa. Again, I did not hear anything from participants with issues about accessing the video. We still have kits left if more kids want to participate, the video is available for a couple of more weeks.

We ended summer reading with 39 kids signed up in Beanstack. We ended with 161 hours read and participants earned 118 activity badges. 9 readers completed the challenge and will receive a book of their choice.

I am ready to start a short virtual storytime on Facebook starting September 8, after Labor Day.
I am planning to do short storytime every Tuesday.

Staff

Staff are continuing to stay flexible as we navigate levels of being open. At this point, we will not fill the open position until 2021. We are planning to have all staff complete the American Red Cross first aid training.

Technology

Our WiFi hotspots have arrived. We received one to start with, as they are reserving a few for long term checkouts. At least one more will arrive that is funded by MELSA. We will likely purchase additional HotSpots that are the same kind, either funded by the city or Foundation.

Connections

Community

I had a phone meeting with the media specialist at Andersen Elementary to start talking about when the students go back to school. We probably will not have visits from classes this year; we may not even be able to provide materials for classes, they are being strict about what is allowed into the schools and what is taken home by students, understandably. We will try to get all families signed up for library cards, and share the electronic resources that the Library provides with all families.

Foundation

The Foundation has not met. They are working on their annual fall grants, so I have provided information to support the 2021 application.

Volunteers

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

Other

Website/Facebook

Website visits saw a decrease to 18 users a day over the past month. The summer reading page was the second most visited page this month.

Facebook Summary: Over the past 28 days, we have reached 222 people, down 69% from the previous period. Post engagement was also down by 85%. The post with the most reach and engagement was the post about going back to curbside only.

Thank you for your continued support throughout this summer!