

BAYPORT PUBLIC LIBRARY BOARD MINUTES: October 20, 2020

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

ABSENT: None

DIRECTOR'S ANNUAL EVALUATION: The board met at 5:04, in closed session without the director present, to complete the director's annual evaluation. Feedback was discussed and noted by board members. Jill then joined the board to discuss the evaluation, which was completed in a Word document.

CALLED TO ORDER: The regular board meeting was called to order by Sara W. at 6:38 p.m.

PETITIONS TO CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Sara W. made a motion to accept the agenda with the addition of Board Member Term to New Business, with Pam's announcement that she is not going to renew for another term. Second by Pam J. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills:

- **302 Contract Services:** The \$309.84 to DTS for Copier is for two months.
- **420 Repair/maintenance/supplies-building:** The \$197.25 to Nardini is for the annual fire extinguisher inspection.
- **433 Dues & Membership:** The \$200.00 for annual membership for the director is for the Minnesota Library Association.

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

Receipts:

- **34760 Service Charges:** The \$20 was from printing fees.
- Jill will give us a budget update in November.

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

APPROVAL OF MINUTES: Motion to approve the September minutes by Sara W. Second by Jenny E. Motion carried.

PRESIDENT'S REPORT:

- Sara is happy we are able to offer appointments and curbside pick-up.
- It's good to show we are still relevant in the community.

FOUNDATION FOR BPL REPORT: On September 24, 2020, there was a brief virtual check in for the Foundation for Bayport Public Library. Attendees were Barbara Heitkamp, Sarah Andersen, Mary Ostertag, Alex Zeien and Jill Smith. Items discussed were the fall appeal, the website and the grant process.

- **Fall Appeal:** The group agreed to proceed with outsourcing the fall 2020 appeal printing/stuffing/ mailing process to Stillwater Printing. In the spring we will revisit whether we want to continue outsourcing this process, continue using Stillwater Printing or try Bayport Printing again.
- **Website:** We need a place where people can do electronic donations. Can we do that on the existing public library website, or do we need to build a new website? Our return envelopes have the old website listed—do we try using the old one for the next couple of appeals or try to do a redirect? Barbara, Sarah and Alex will look into these questions.
- **Grant process:** Joe's last action on the board was to submit the grant proposal to the Hugh J. Andersen Foundation. We need to learn more about the annual grant request process to have a better understanding and can delegate responsibility better in the future.

Barbara also pointed out that a number of board positions expire in Jan. 2021. We need to know who is going to stay and who would like to bow out. Barbara has a couple of people who have indicated interest in getting involved-do we need to have any sort of vetting process?

In a follow-up to the meeting, Alex was able to report that roughly \$20,000 was generated from the Spring and Fall Appeals in 2019. He also attached a current board member list showing each board member's term expiration date.

DIRECTOR'S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments:
 - Programs: Six families signed up for Sprouting Melodies 3 class and most have younger siblings, so attendance has been 14 and 12 at the two Zoom sessions.
 - The art kit instructor is taking a break this fall and winter. Jill is looking at other art kit offerings in the area.
 - Technology: Hot spots have not been requested in huge numbers, and Washington County Library is purchasing 500 for circulation. With the two we have at Bayport funded by MELSA, Jill is going to hold off on adding any additional hot spots until the year funded by MELSA runs out, but she will keep an eye on it.
 - Jill shared an opportunity to apply for a grant from Libraries Transforming Communities: Focus on Small and Rural Libraries for training in facilitating community conversations and hosting one community conversation with community members. A community conversation about racial equity would be in line with our focus and totally on mission. It would give Jill good skill development in talking with community groups. We could pair with Café Philo, but at another time to expand their reach, too. The application deadline is December 2. Jill will move forward with it.

COMMITTEE REPORTS:

- None met.

COUNCIL REP REPORT:

- The main work on Hwy. 95 is done.
- The city took money from the CARES Act, instead of sending it back to the county. There was \$20,000 left. They tried to use it for Andersen School, through Huntington, but that didn't work. They talked to Anna Wilcek, the principal, and got five Smartboards to use at Andersen.
- The city looked into a different trash hauler and is going with Tennis. It takes effect after the first of the year. It is a better price, and there were some complaints about Republic.

BUSINESS:

Old

- **COVID-19 Update:** There are so many things to consider in deciding how to go forward.
 - Washington County moved into the red-at 39.1 cases per 10,000 over the past 7 days, which would be curbside only. Cases in Bayport jumped to 251, although that may be mostly contained at the prison, which had an outbreak.
 - Another option we can consider is the metric used for schools, which is also reported on the Washington County COVID dashboard. Jill's concern with this number, 14-day cases rate per 10,000 people, is that the information is two weeks old.
 - Staff tell Jill they feel safe. There is good mask compliance and no issues with patrons. It varies how busy we are, but there are rarely more than one or two family groups in at a time—and they seem to space themselves out naturally.
 - The numbers warrant only offering curbside, but other areas of life haven't shut down like in the spring, making it hard to consider closing again. Jill continues to look for metrics to use, but with nothing being widely adopted, there seems to be no standard to follow.
 - Another concern is what will happen if one of our staff members needs to quarantine or has a positive COVID test.
 - The city is OK with us closing access to the building if we can still provide access to materials via pickup.
 - Should we go back to curbside only? Should we change the metric we discussed in July? Should we keep our current hours if we go back to curbside only OR reduce hours, and only be open on Monday evenings—but by appointment if someone can't make it. We would keep Saturday hours.

- We will go with the school district now that that metric is public.
- **Facilities Master Plan update:**
 - Jill just got the final plan from Jonathan at BTR. She will send it to us.
 - We will have them come to the November meeting. Invite the Foundation, too—and the public?
 - It is expected that we will receive \$500,000 from the Fred C. and Katherine B. Andersen Foundation in December. Jill and Sara plan to have a meeting with the Hugh J. Andersen Foundation and another corporation foundation. We will be going to the Foundation for Bayport Public Library, too.
- **Strategic Plan for 2021-2023:**
 - Jill shared a Strategic Plan Potential Timeline, including tasks for each board meeting through February, and some resources: “Strategic Plan Visual Summary” from The Public Library Director’s Toolkit, ALA editions, 2019; a template from Salt Lake City Public Library: “The city library is a platform for community and individual transformation; and, A Library Board’s Practical Guide To Strategic Planning, by Sally G. Reed, Executive Director, United for Libraries—a division of ALA.
 - The board liked the idea of a Google Drive to post documents. Jill will send us a values statement. Through a google document we all share with critical questions, everybody can feed off of it, since we can’t get together. Then we can work on refining that vision statement.

New:

- **Staffing update:** Jill had been planning for filling the vacant Library Clerk position. She shared several different options for the hours and had planned to post the job opening to have someone approved by January, but isn’t sure she wants to move that quickly now as COVID starts another surge. The board is comfortable with Jill making that decision/choice.
- **2021 Holiday Closings:** Discussion about July 3rd and Veterans’ Day. The city is closed on Veterans’ Day. Jill will look into it. Sara W. made a motion to table the decision until the November meeting. Second by Jenny E. Motion carried.
- **AED purchase:** AEDs are pretty expensive. Instead of one on each floor, maybe just get one and put it in the lobby. Jill will pursue just one.
- **Board member term:** With Pam deciding not to renew for another term, we will have to post the position. We wondered if we could use candidates from the last time, since there were some more really good ones. Jill will check with Adam before we move on this.

Adjourn: There being no other business, Sara W. made a motion to adjourn at 7:29. Second by Jenny E. Meeting adjourned.

Next Meeting: November 17 @ 6:00 p.m. on Zoom.

Director’s Report for October 2020

Stillwater Library is continuing to be open for browsing on Wednesdays from 1 pm – 7 pm and Saturdays from 10 am – 2 pm at a limited capacity. They are offering curbside pickups on Tuesdays and Thursdays. Washington County Library continues to be open at a limited capacity.

Space

Building Update

We have submitted our grant proposal to the Fred C. and Katherine B. Andersen Foundation and should be hearing soon about their decision. I am working with the architects to schedule a presentation to the Foundation and to the City.

Resources

Programs

We have six families signed up for the Sprouting Melodies 3 class, and most have younger siblings, so our attendance has been 14 and 12 at our two Zoom sessions. The classes are so much fun! We have 3 registered for the younger Sprouting Melodies class set to start this Thursday, and 3 registered for the United Through Music Tween group.

For our Facebook Live storytimes, we are seeing 3-5 people watching live, and ending with between 23-51 views when I take down the video. We are receiving positive comments about how much they are enjoying the storytimes.

Our previous art kit instructor is taking a break this fall and winter. I am looking at other art kit offerings in the area, and hope to have something scheduled soon.

Staff

I started working with staff on a more permanent schedule to use going forward, and to plan for the best way to fill in the gap left with Janelle's retirement. Then cases went up again! It's hard to consider hiring someone new when I am not certain about the level of service we can offer. I would like to have our new schedule in place by January, with plans to bring a new permanent clerk on board in early 2021.

Technology

Hot spots have not been requested in huge numbers, and Washington County Library is purchasing 500 for circulation. With the two that we have at Bayport funded by MELSA, I am going to hold off on adding any additional hot spots until the year funded by MELSA runs out. Washington County Library is also adding Chromebooks and laptops for checkout. If we see a lot of hot spots requested, I will add more.

Connections

Community

We have enjoyed welcoming the community back over the past month, and they are appreciative of the opportunity to visit the Library again. Most use is browsing for books, we have seen very little demand for computer use. Many regular patrons are still utilizing curbside pickups.

Foundation

The Foundation met briefly on September 24 to talk about transitions. They are doing a fall appeal which should go out soon. We will have another meeting for regular business in early November.

Volunteers

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

Other

Website/Facebook

Website visits increased slightly to 16 users a day over the past month. The majority of visits are still to the front page, so I think most people are searching the catalog, checking their account, or finding the information they need about our hours from the first page.

Facebook Summary: We have seen a large jump in our Facebook engagement over the last month, mostly because we have posted more content, and it has been shared. We have also posted storytimes via Facebook Live. Over the past 28 days, we have reached 763 people, up 13% from the previous period. Post engagement

was also up. The post with the most engagement and reach was the post about opening for appointments again.

I attended the Association for Library Service to Children (ALSC) Institute on October 2-3 virtually. It was supposed to take place in person in Minneapolis. It was a far better experience than the ALA virtual conference in June. All sessions were recorded, and I'm still making my way through watching the ones I missed live. The most useful session was about family friendly library spaces.

We have the opportunity to apply for a grant from the Libraries Transforming Communities: Focus on Small and Rural Libraries for training in facilitating community conversations and hosting one community conversation with community members. Please let me know if you have ideas for a community conversation we could hold. The application deadline is December 2, please see the flyer attachment for more information.