

BAYPORT PUBLIC LIBRARY BOARD MINUTES: November 17, 2020

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

ABSENT: Pam Johnson

CALLED TO ORDER: Meeting called to order by Sara W. at 6:01 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:

Everything was pretty normal this month.

- **391 Shared Automation** for \$1,105.38 to Washington County Library for eBooks and antivirus would usually come from the Foundation for Bayport Public Library, but there were some extra library funds, so Jill used them up instead.
- We may get to have our Zoom subscription covered by COVID funds. Jill is checking on this.

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

Receipts:

- **36240 Refunds & Reimb. Prof Fees:** The \$348.17 is from Washington County.
- Jill will bill the meeting room people.

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

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

PRESIDENT'S REPORT:

- Sara reported that she and Jill met with Brad Kruse, Philanthropy Director at SRI, about submitting a proposal to Hugh J. Andersen Foundation for the Library's remodeling project. Brad was very helpful. A proposal was submitted to Hugh J. Andersen Foundation, with a request for \$250,000.00 for the Library's building project. This foundation will meet in February to discuss requests. Brad shared some helpful documents about past Andersen-related foundations support of the Library. The 1988-1990 remodel was due to the generosity of these local foundations. It is to honor the integrity and generosity of these original donors that we continue to both maintain and improve our current facility. Sara has been in contact with both HRK Foundation and The Katherine B. Andersen Fund of the St. Paul Foundation.
- Sara has some ideas for refreshing our website. This will be an agenda item at our December or January meeting. If you have any ideas, send them to Jill.

FOUNDATION FOR BPL REPORT: Barbara Heitkamp got the fund-raising letters to the printer. Foundation for Bayport Public Library plans on a meeting with the full board in November.

DIRECTOR'S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments:
 - Building Update: Because two trees were removed from the north side of the library, a planter from across 5th Avenue, filled with winter greenery, has been moved there. One tree will be replaced next spring.
 - Programming: Jenny shared that her daughter said the Sprouting Melodies class was the best music program she's been in.

- Staff: Jill promoted Jen Hoecherl-Braun, one of our shelvers, to fill part of the clerical opening. When we are ready to resume regular hours, Jill will post the other part of the position and also post Jen's position at that time.
- Technology: EAudiobooks have moved from RBDigital into Overdrive.
- Connections: We received a wonderful thank you from a family that has been using curbside pickup.
- Library Board Opening Update: There have been two applications to the opening on the board. The deadline is November 30. We would like to have someone selected by the December 15 meeting. City council would then have to vote on it at their January meeting.

COMMITTEE REPORTS:

- None met.

COUNCIL REP REPORT:

Connie said there wasn't a whole lot to report. It is pretty slow at the city—at least for the council. With the street done, the election was the big thing; there was a special meeting to certify the vote.

BUSINESS:

Old

- **COVID-19 Update:**
 - With COVID-19 cases exploding in the last week, we moved back to curbside pickups only in November. Until numbers start to go down, Jill anticipates we will stay with curbside pickups only, perhaps for the remainder of 2020.
 - As far as Jill knows, Stillwater Public Library and Washington County Library are staying open for public use at this time.
 - Most patrons are very understanding about closing again and appreciative for the pickup option; staff works to make pickup convenient and easy for everyone.
- **Library Board Opening Update:** There have been two applications to the opening on the board. The deadline is November 30. We would like to have someone selected by the December 15 meeting. City council would then have to vote on it at their January meeting.
- **2021 Holiday Closings:** Motion to approve Holiday closings by Sara W. Second by Colleen R. Motion carried.
- **Strategic Plan for 2021-2023:**
 - The shared values so far reflect education, community, respect and inclusiveness.
 - We will explore this more in depth at our December meeting. We also need more feedback from the community to know that we are meeting their needs with our mission and vision.
 - Would it be useful to do a survey? On the website?
 - Jill will do a draft of a survey for feedback.
 - We want to have a meaningful strategic plan to guide us for the next three years.
- **Libraries Transforming Communities Grant:** Jill shared her **Proposal for Libraries Transforming Communities: Focus on Small and Rural Libraries Grant**. It includes using *A Good Time for the Truth: Race in Minnesota*. One question that was presented was if there might be a newer book to use. Jill will look into it and send out a draft before submitting.
- **Facilities Master Plan:** Discussion included:
 - What is the major/goal of this: Approve/sign off on this? Accepting the plan?
 - We can finalize it in December.
 - What things would be easy not to do?
 - The bulk of this plan is existing conditions and floor plan.
 - Fundraising plan? We all need to understand this. We are all in this together, so we all have the same message to share.

New

- **2020 Budget Update:** We had reduced revenue this year, but also reduced expenses. Less our reduction in revenue, we will save about \$20,000 in our budget. Jill's first choice would be to move the funds into a reserve

that we can use for building maintenance. If that is not possible with the city, she would like to use the funds to upgrade our phone system and to stock up on book processing supplies that we can use in 2021.

- **Set 2021 Salaries:** Jill tabled this until our December meeting.

Adjourn: There being no other business, Sara W. made a motion to adjourn at 6:55. Second by Mary O. Meeting adjourned.

Next Meeting: December 15 @ 6:00 p.m. on Zoom.

Director's Report for November 2020

The transition back to curbside pickups only has been very smooth. Winter weather has impacted some of our pickup days, but we are able to use the back lobby for pickups instead of outside on snow days.

Space

Building Update

The Master Gardeners cleaned up the grounds for the fall. They will be redoing the front native garden after this summer's road construction. Two trees were removed from the north side of the building. One will be replaced next spring, but in the meantime, a planter from across 5th Avenue was moved, and has been filled with winter greenery.

We have applied for more funding for the building project from the Hugh J. Andersen Foundation, and will be working on a more detailed fundraising plan this month.

Resources

Programs

We are seeing regular attendance of about 12 in our Sprouting Melodies class for the older toddlers. The baby class is smaller, with about 6 each week. We have not had a lot of tweens participate yet in the United Through Music Group, but we will try again in January, perhaps on a different date that will work better for interested tweens.

I am planning to take a short break from storytimes in December, and I am planning a virtual Noon Year's Eve balloon drop.

Staff

I have promoted Jen Hoecherl-Braun, one of our shelvers, to fill part of the clerical opening, to work every other Saturday and Monday evenings. Jen is very capable, keeping the library well organized, and providing friendly service. She has a wide knowledge of children's literature from her other employment. We are happy to have her join the library clerk team.

When we are ready to resume regular hours, I will post the other part of the position, which will be about 32 hours a pay period. I also plan to post Jen's shelver position at that time.

Technology

EAudiobooks have moved from RBDigital into Overdrive. I think this will be a positive for most patrons, as Overdrive is easier to use and less buggy. MELSA is also evaluating their shared eBook collection, and may be making some changes. The collection is currently in cloudLibrary.

Connections

Community

We received a wonderful thank you from a family that has been using curbside pickup.

We are planning to visit Croixdale again in person starting in December, but that may change before December 3. We are looking forward to seeing our favorite residents again soon!

Foundation

The Foundation has not set the date for their fall meeting yet, but hope to do so soon.

Volunteers

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

Other

Website/Facebook

Website visits stayed steady at about 16 users a day over the past month. After the front page with a link to the catalog, the next most popular pages are locations and hours and events. As we think about updating the look of our website, I think we can reduce the clutter and highlight the most used parts of our current website.

Facebook Summary: Facebook stayed steady over the past 28 days. We have reached 537 people, down 2% from the previous period. Post engagement was up 109% from the previous period. The post with the most engagement and reach was about the Library Board opening. I would like to post more to increase engagement.

Library Board Opening Update

So far, we have received two applications for the opening on the Library Board. The deadline is Monday, November 30. We would like to have someone selected by the December 15 meeting.