

BAYPORT PUBLIC LIBRARY BOARD MINUTES: December 15, 2020

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

ABSENT: Connie Carlson, Pam Johnson

CALLED TO ORDER: Meeting called to order by Sara W. at 6:03 p.m.

PETITIONS TO CHAIR/VISITORS: We welcomed Adriana Temali-Smith to the meeting; she is the new Board member joining us in January.

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

APPROVAL OF BILLS & RECEIPTS:

Bills:

Everything was pretty normal this month. Purell and a new office chair were purchased-because the old chair broke.

- **321 Communications/phone, cable:** \$149.67 to Comcast was for November, so the December bill will still be coming out, and will be the same amount. Jill is working to change this, so we don't end up paying late fees because of the timing of the bills.

Motion to approve bills by Mary O. Second by Colleen R. Motion carried.

Receipts:

- **31000 General Property Taxes:** \$175,000 came in this month.
- **36233 Grants:** \$45,000 is our grant from the Foundation for Bayport Public Library.

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

APPROVAL OF MINUTES: Motion to approve the November minutes by Jenny E. Second by Colleen R. Motion carried.

PRESIDENT'S REPORT:

- Welcome to our new board member, Adriana Temali-Smith.
- Sara acknowledged all the great service of Pam Johnson on the board for Bayport Public Library. Pam was at a memorial service, so couldn't attend the meeting tonight.
- At the January 19th meeting we will set the calendar, officers and committees.
- Sara pointed out the difference in story hour attendance between in person in January (34), February (36), March (23) and online in the fall—September (96), October (148), November (131).
- The personnel policy is still on the radar and will hopefully get done in the first quarter of the year.

FOUNDATION FOR BPL REPORT:

- The foundation board met last Wednesday and approved the grant.
- There are some changes on the foundation board.
- The fall appeal letters finally arrived in homes.
- There is some structural stuff for the board to figure out.

DIRECTOR'S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments:
 - We are offering a Winter Reads program for January and February with Stillwater Public Library.
 - The Noon Year's Eve balloon drop will be virtual this year.
 - Another round of Sprouting Melodies starts the week of January 14.
 - Jill is planning Take and Make Art projects from KidsCreate in Woodbury. January will be a snow globe.
 - Jill Hoecherl-Braun is now officially a Library Clerk.

- o The community is invited to create snowflakes and drop them off at the library to decorate the library's windows. They can also write their wishes for 2021.
- o Jill has been asked to be the Public Library Representative on the Minnesota Digital Library Governance Board, which is a great opportunity to represent Bayport on a statewide board!
- o Jill will be on vacation December 17-21 to use her remaining vacation days before the end of the year.

COMMITTEE REPORTS:

- None met.

COUNCIL REP REPORT: Council rep absent

BUSINESS:

Old

- **Library Board Opening:**
 - o The opening has been filled; Sara and Jill did the interviews.
 - o The other candidate, Marie Hydukovich, is interested in being on the facilities committee.
- **COVID-19 Update:**
 - o If cases continue to decrease, Jill would like to open for appointments again starting Monday, January 11, but target date will still be based on the metric we're using.
 - o Washington County Library has removed all seating and is encouraging patrons to pick up and go as much as possible.
 - o Stillwater Library is continuing to offer browse and go on Wednesdays and Saturdays and curbside pickup Tuesdays and Thursdays and will continue that model into January.
- **Set 2021 Salaries:** The proposed salaries reflect a 3.0% increase, which was used in calculating the salaries for the 2021 budget, and follows the per cent increase given to all city employees for 2021. The Library Director and Clerks I, II and III are on the salary schedule. The Clerk Sub and Shelver I and II are not on the salary schedule; we set that. With a roll call vote, the board voted to set the 2021 salaries as proposed: Erickson-aye, Ostertag-aye, Robinson-aye, Wagner-aye.
- **2020 Budget Update:** Jill thought we were sitting pretty good, but some bills the city pays-cleaning and insurance-had to come out. We're still okay, but at \$0-\$5,000 rather than \$20,000.
- **Facilities Master Plan:** Discussion included:
 - o Update with some more images from Jonathan; will upload in Drive.
 - o We are still waiting for a final, updated document from BTR since our meeting in November.
 - o Grant updates:
 - The Hugh J. Andersen Foundation Board doesn't meet until February, but we did turn in a grant request for \$250,000 to be considered at that meeting.
 - We are still waiting to hear from the HRK Foundation, as to if we will be invited to apply. Sara also mentioned they did ask in November for an executive summary of our project, which she put together for them (unofficially, since we have not yet received one from BTR). That is a good sign that they might invite us to apply for a grant. HRK Foundation was one of the original donors of the 1990 project, but under a different name.
 - The Katherine B. Andersen Fund is in a transition phase, so we will check in with them in early January.
- **Website Ideas:**
 - o Some ideas shared in Google Drive—feel free to add ideas/thoughts.
 - o In house or contract out? Probably contract out-the city is looking at a new website; we can look at theirs.
 - o Most used: Hours, location, first page, catalog look up, events.
 - o New photos-maybe contest in city.
 - o Going to ask Foundation for BPL for funds for updating website.
 - o Colleen's suggestions? Assistive technology.
- **Strategic Plan for 2021-2023:** A helpful discussion with a lot of ideas shared:
 - o How do we get non-users to know about our library? We want to hear from patrons and non-patrons.

- o What are we honoring/continuing to do? What are we changing? We want to honor the history, but are we meeting the needs of the community in 2021?
- o How do we proceed with this? Wordsmithing—the mission and vision. Jill will upload in Google Drive. Feel free to add other ideas to the strategic plan folder.

New

- **Adopt 2021 Budget:** Jill cut the rental income amount back because of COVID-19, and not knowing how long it will be before rentals can start again. She is also going to try to get the \$9,000 in investment income figured out. The budget has been approved by the city; we just have to adopt it. Motion made by Jenny E. to adopt the 2021 budget. Second by Sara W. Motion carried.
- **2021 Contract for IT with Washington County:** After the board reviewed the 2021 Contract for IT with Washington County, a motion was made by Mary O. to approve the contract. Second by Colleen R. Motion carried.

Adjourn: There being no other business, Sara W. made a motion to adjourn at 7:34. Second by Mary O. Meeting adjourned.

Next Meeting: January 19 @ 6:00 p.m. on Zoom.

Director's Report for December 2020

Curbside pickup is going well! We are also hearing positive feedback about books we are pulling from our shelves for patrons. I may try to formalize this process to copy the Book Bundles program they are doing at Stillwater.

Space

Building Update

We plan to have a workshop with the City Council in February or March with the architects to talk about our building project.

Resources

Programs

We will be offering a Winter Reads program through Beanstack for January and February with Stillwater Public Library. We only had two staff and one out of state person register for Read Local. I will save the template for next fall and do more promotion and get some sponsors.

We will have our Noon Year's Eve balloon drop virtually this year. We will have a short storytime at 11:45 am and then drop the balloons on Facebook Live.

We are planning for another round of Sprouting Melodies and United Through Music classes starting the week of January 14. We already have six families registered for the toddler class, one for the baby class and two for the tween session.

I am planning Take and Make Art projects for kids from KidsCreate in Woodbury. We will allow people to register each month, and then offer kits as supplies last.

Staff

Congratulations to Jen Hoecherl-Braun, who is now officially a Library Clerk! We're happy to have her take on more responsibilities. Once we know we will be reopening, I will post the other part of that Library Clerk position, and post for another another shelver.

Technology

There are some bumps in our transition for eBooks and eAudiobooks into Overdrive. Not all the content was moved right away, and more collections should be added next week. We will eventually lose access to cloudLibrary, but I do not have an end date yet.

With budget cuts for 2021, Washington County Library is dropping subscriptions to the Price It! Database and the Gale eBooks collection. This will save us \$76 in 2021. The Price It! Database is going to be discontinued by the vendor anyway.

Connections

Community

We are inviting the community to create snowflakes and drop them off at the library to decorate the library's windows. They can also write their wishes for 2021.

Foundation

The Foundation met on December 10. They approved our \$45,000 grant request for operating support. Mary's term is coming to end this year. Do we want to have another board member also join the Foundation Board on a rotating basis to facilitate communication? I know Mary joined when they were in need of new members. I think they are OK with enough members for now, but there are some major changes with Joe Reding leaving the board. Sarah Andersen is now the president.

Volunteers

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

Other

Website/Facebook

Website visits increased slightly to about 20 users a day over the past month. We are still seeing about 40% of visits from mobile devices or tablets, so we will be sure to use a mobile friendly design for any changes. We will want to highlight the catalog, accessing your library card account, location and hours, and events as we look at what is most used on our current site.

Facebook Summary: Facebook engagement dropped over the past 28 days. For the last two weeks, we have taken a break from Live storytimes. We have reached 220 people, down 60% from the previous period. Post engagement was also down 79% from the previous period.

I have been asked to be the Public Library Representative on the Minnesota Digital Library Governance Board. We will meet quarterly to give guidance to the operations committee. I appreciate the Board's support as I continue to stay involved in the Minnesota Library Association and supporting libraries across the state. I think it is great opportunity to represent Bayport on a statewide board! I will be on vacation December 17-21 to use my remaining vacation days before the end of the year. If you need to contact me, feel free to use my personal email jillsmith572@gmail.com or call or text me at 651-295-6658. I'm obviously not traveling anywhere right now!