

BAYPORT PUBLIC LIBRARY BOARD MINUTES: January 17, 2017

PRESENT: Sara Wagner, Erin Crowder, Mary Ostertag, Jill Smith, Linda Walters

ABSENT: Connie Carlson

GUESTS: None

CALL TO ORDER: Meeting called to order by Sara W.. at 6:05 PM

PETITIONS TO CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Motion to approve agenda by Erin C. 2nd by Mary O. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills: Motion to approve bills for payment by Erin C. Second by Sara W. Motion carried.

Receipts

- **36220 Rental Income:** \$430 outstanding from 2016.

Motion by Sara W. second by Linda W. to deposit receipts into the City of Bayport Library Fund. Motion carried.

APPROVAL OF MINUTES: Motion to approve October minutes by Sara W. Second by Linda W. Motion carried. Motion to approve December minutes by Mary O. Second by Erin C.. Motion carried.

PRESIDENT’S REPORT: Nothing to report.

FOUNDATION FOR BPL REPORT: Met last week. Current president stepping down. Looking for 4 people to add to Foundation. Joe Redding is assuming President position. Investments are doing well. Ideas mentioned by Library Board: Survey Patrons on fundraising ideas, include information on fundraising with “ask” letter, joint meeting with the Library Board.

DIRECTOR’S REPORT:

- As submitted
- Computers have not been installed yet. Working on new Cash Management system.

STRATEGIC PLAN

- 1st edit of draft of job descriptions done. Will work with staff to get more specific.
- Comparing rental income: 2015 rented 20 days for \$1,590. 2016 = 53 days for \$5,055.
- 2017 programming plan is similar to last year.
- Technology Plan is pending. Looking to set aside money every year – will work with new City Administrator when hired.
- Refreshing display ideas.

- Signage: Volunteer will help with
- Doing survey for programming recommendations
- Volunteer recognition in April = National Volunteer Week. Will try to partner with the City.

COMMITTEE REPORTS:

- None met

COUNCIL REP REPORT

- Absent

BUSINESS:

OLD

NEW

- **Election of Officers:** Tabling until February meeting when new Board Member joins
- **Appoint Committees.** Some discussion on the makeup of Committees. Tabling until February meeting when new Board Member joins
 - **Technology**
 - **Building**
 - **Finance**
- **Set Meeting Schedule for 2016.** Tabling until February meeting when new Board Member joins. February meeting set for February 21st at 6:00 PM.
- **Security Camera Policy:** Motion to approved Security Camera Policy by Mary O. 2nd by Linda W. Motion carried.
- **Declare Official Newspaper:** Motion to declare the Stillwater Gazette as the official paper for the Bayport Public Library by Sara W. Second by Linda W. Motion carried

ADJOURN: There being no other business, meeting adjourned.

Next meeting: February 21st @ 6:00 PM

Director's Report for January 2017

The new computers have arrived! Two staff computers have been installed, the remaining staff computers will be installed this week, with new public computers next on the list! We were also able to eliminate our old printer for labels. We will be installing the staff side RFID system as soon as the remaining staff computers are installed.

We will be transitioning to a new events calendar in the next couple of weeks. The new staff interface is much easier to use.

Working with Washington County Library, we will be implementing a cash management system with our integrated library system in the next couple of months. This system will allow me to track the cash funds we collect with greater accuracy and will include the addition of a locking cash drawer. Costs will be around \$150.00 for the cash drawer, and we may have to purchase a new receipt printer, although we are going to try the one we have now.

I have begun work on the annual report, and should have a draft ready for the February meeting. The only numbers I am waiting for are from reports I receive from Washington County Library.

Programming

Attendance at recent events:

Lighting of the Village Green Storytime – 5 children, 2 parents

Polar Express Storytime – 6 children, 4 parents

Winter Break Movies – *The Secret Life of Pets* – 28 total and *Finding Dory* – 28 total

Noon Year's Eve – 45 total – This was such a fun event again this year, and we saw a lot of new faces that we normally don't see at the Library! I plan on making this an annual event.

Winter Storytime at the Nature Center – 2 children, 2 parents

Upcoming events:

Movie – *A Man Called Ove* – for adults, Thursday, February 2 at 6:30 pm (I'm open to an afternoon showing if there is demand!)

2017 Big Read – *The Maltese Falcon* by Dashiell Hammett

 Locked Room Event – Saturday, April 1

 Play performance – date/time TBD

 Movie showing/discussion – date/time TBD

Website/Facebook

Website use has increased slightly, to an average of 23 users a day visiting the site. The most popular pages have stayed the front page, locations and hours, and events.

Facebook Summary: We have 260 likes (up 4 since last month); over the past 28 days, we have reached 836 people (up 47% from last month) with 105 post engagements (up 44% from last month).

Other

The Library will be the host for the January 25th Learning Table Luncheon sponsored by the Greater Stillwater Chamber of Commerce. I hope to promote our meeting room rentals and library resources at this event.

The Library will also host city council members as they interview finalists for the city administrator position on January 25th.

I virtually attended the Prenatal to Three Policy Forum on Friday, January 6, coordinated by the group Elders for Infants, and the schools of social work at St. Thomas and St. Catherine's and with two legislators as a forum for groups interested in early learning to gather and share their missions. It was exciting to see so many people invested in creating better outcomes for our youngest community members. I think there is an opportunity for public libraries to be a key partner in helping all children be ready for K and librarians need to work to make connections with policy makers in these areas. They plan to meet quarterly, and I hope to attend the next session in person.

You may have heard that Lynne Bertalmio and Carolyn Blocher, the director and assistant director at Stillwater Public Library, are retiring in the next month. Joyce Schneider, the assistant director at Washington County Library, is also retiring. I will miss working with them – they had worked for their libraries for many years and could answer my many questions when I started here! I hope the new librarians chosen for these positions continue to want to collaborate – we share a lot of patrons.