

BAYPORT PUBLIC LIBRARY BOARD MINUTES: April 17, 2018

PRESENT: Sara Wagner, Mary Ostertag, Jill Smith (Library Director), Pam Johnson, Erin Crowder, Linda Walters

ABSENT: Connie Carlson (Council Rep)

GUESTS: None

CALL TO ORDER: Meeting was called to order by Sara W. at 6:00 PM.

PETITIONS TO CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Motion to accept the agenda by Sara W., 2nd by Mary O. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills

- **302 Contract Services:** The \$315.80 to DTS for the copier included a late fee because of the time of the billing vs. when the bill is paid each month by the city.
- **321 Communications/phone, cable:** No phone bill yet for this month, so there will be two next month.

Motion to approve bills for payment by Sara W. Second by Linda W. Motion carried.

Receipts

- **36220 Rental Income:** \$390 invoiced and \$950 in future bookings.

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

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

PRESIDENT'S REPORT:

- Sara thanked Jill for coming for bowling in the snowstorm.
- Jill is coming for the Earth Day, too; is there any publicity for it?
- It's time to clean up our front yard.

FOUNDATION FOR BPL REPORT:

- They are meeting on Monday night to stuff envelopes with the spring appeal letter and the summer event schedule.

DIRECTOR'S REPORT:

- As submitted (see attached)
- Jill is volunteering at the carnival-at the book walk-next Friday.

STRATEGIC PLAN: The final plan is not ready; it will be for the next meeting.

COMMITTEE REPORTS: Facilities committee met on April 9th.

- The pine tree needs to come down.
 - Arborist recommends the pine tree come down: too close to the building and causing damage, will continue to get bigger-8-12 inches a year.
 - Will formalize plan to communicate to the community.
 - Jill will talk to Master Gardeners about what they suggest in the tree's absence.
 - We will have some rings from the tree saved for study projects of Bayport history.
- Gutter replacement:
 - Berwald is coming to look at replacing gutters.
 - \$5800 estimate last summer for copper; will look at metal estimate.
 - Jill will talk to Wanda about getting someone to look at gutters and roof for hail damage.
 - Can we get any money for the copper?
- Jill is going to talk to Matt about potholes in parking lot.
- Siegfried is coming to give us estimates for the pillars.
- Library banner for front and side? Look into replacing metal "Library" sign.
- Remodeling first floor:
 - Jill shared 2018 PLA conference ideas.
 - Jill would like to get a consultant to help visualize a plan for first floor remodel/reconfiguration. She will talk to Stillwater Library personnel about who they used for their new TEEN area. Perhaps Foundation for BPL will fund this consultant.
- Further follow-up discussion from board meeting:
 - Reason to get another opinion? Quote is good.
 - Post notice about it in building.
 - Make some talking points for staff and board.
 - Jill will contact SavaTree to schedule.

COUNCIL REP REPORT: Council rep absent.

BUSINESS:

OLD

- **Display Case Policy:** Sara W. made a motion to accept the policy as discussed at the March meeting, with liability piece added. Second by Linda W. Motion carried.

NEW

- **Washington County IT:** Jill shared the Bayport Library IT Support Proposal. Discussion points/thoughts included:
 - Paying by portion of work?
 - Recourse if patches aren't performed, etc?

- Something in the system that would identify a computer that's not part of the system?
 - Out of our budget, so probably have to adjust some things.
- Jill will proceed; she will meet with IT committee to go over. She will have the city attorney review the contract and also include that the contract if effective the day work is started-and have a date they must start by. We can do vote by email.

ADJOURN: There being no other business, and being Sara had to leave, Linda W. made a motion to adjourn at 7:05. Second by Pam J. Motion carried. Meeting adjourned.

Next meeting: May 15 @ 6:00 PM.

Director's Report for April

Programming

We had 5 people attend the Books & Bowling Night at Woody's on April 15. Weather may have been a factor in the low attendance.

Upcoming events include Royal Storytime on Saturday, May 5 at 10:30, and a special storytime with HealthPartners Power Up on Tuesday, May 8 at 10:30. We have a spring booksale planned for Saturday, May 19.

The summer reading program kicks off on Wednesday, June 6. Our entertainment programs are on Thursdays at 1:00 pm, this year's performers are Mixed Nuts, Siama's Congo Music, Snake Discovery, Duke Otherwise and the WonderWeavers. We will also have a Mobile Sign Shop interactive activity at the Farmer's Market for Kid's Day in July.

Website/Facebook

Website dropped slightly at about 18 users a day visiting the site. The search page, location and hours, and event pages continue to be the most popular pages.

Facebook Summary: We have 324 likes (up 4 since last month); over the past 28 days, we have reached 205 people, down 18% from last month, with 54 post engagements, down 12% from last month.

Annual Report

The Annual Report has been completed and submitted to the state.