

**BAYPORT PUBLIC LIBRARY BOARD MINUTES:** December 19, 2017

**PRESENT:** Sara Wagner, Mary Ostertag, Jill Smith (Library Director), Pam Johnson, Linda Walters, Connie Carlson (Council Rep)

**ABSENT:** Erin Crowder

**GUESTS:** None

**CALL TO ORDER:** Meeting was called to order by Sara W. at 6:07 PM

**PETITIONS TO CHAIR/VISITORS:** None

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

**APPROVAL OF BILLS & RECEIPTS:**

**Bills**

- **420 Repair/maintenance/supplies-building:** The \$147.53 to Linner Electric was for electrical repair in the basement. Master Gardeners will send a check to Jill.

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

**Receipts**

- **36220 Rental Income:** \$480 invoiced (Stillwater Schools and Andersen Corp.) and \$600 in future bookings.
- Updated revenue spreadsheet emailed to board on Dec. 27 includes a \$240 meeting room rental payment and YTD rental income of \$2,255.00

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

**APPROVAL OF MINUTES:** Motion to approve October minutes by Sara W., second by Linda W. Motion carried.

**PRESIDENT'S REPORT:**

- Sara shared an article from the Star Tribune-“Book clubs are having a senior moment”- (Dec. 19, 2017) about how the Hennepin county

library system is launching book clubs in retirement communities, senior centers and libraries. It reminded Sara of what Jill is doing with Croixdale.

- Sara also shared information about an exhibit at the Stillwater Public Library. The “ A Peace of My Mind” exhibit combines photographs of 52 diverse Minnesotans and their personal stories exploring the meaning of peace. The large displays will be set up across the building. The exhibit will be on display Jan. 8 to Feb. 6 during library hours. The library will stay open late for a “PEACE party” on Jan. 17 and 24.
- There should be a press release for our new library hours in the Gazette and the city newsletter.

#### **FOUNDATION FOR BPL REPORT:**

- Foundation board members met at the library on November 27th to stuff envelopes for the fall fundraising campaign.
- The board will meet on January 22, 2018 at Not Justa Bar.

#### **DIRECTOR’S REPORT:**

- As submitted (see attached)
- Additional comments:
  - Andie Thompson, our new shelver, has experience working in her father’s bookstore in Alabama.
  - Jill pointed out the positive response to the announcement of the new hours for 2018.

#### **STRATEGIC PLAN:**

##### **Plans for moving forward:**

- We will not use a consultant.
- Decide our overarching goal of where we want to go-with community input.
- 2018 goals: building, building, building; marketing; technology plan with Washington County.
- What will success of new goal mean-how will we measure it?
- Three to five year plan-a three year plan would be 2020 and 30 years in the building.

#### **COMMITTEE REPORTS:**

- Facilities committee met Dec. 4 and 11.

- Information under New Business: Facilities Maintenance Plan.

### **COUNCIL REP REPORT:**

- The city hired a new full-time police officer, replacing three part-time positions and several reserves.
- The city will be flooding the skating rink, but there will be no attendant.
- A word of caution from Connie from her experience on Hwy 36-the new LED lights in traffic signals don't create enough warmth to melt snow off the signals.

### **BUSINESS:**

#### **OLD**

- **Library Card Registration Policy:** Sara W. made a motion to accept the Library Card Registration Policy as edited on 11/17/17 and updated on 12/19/17. Second by Linda W. Motion carried.
- **Holiday Schedule:** Regarding Thanksgiving Friday, we will keep it as is, with notice to the public ahead of time that we will be closed.

#### **NEW**

- **2018 Library Services Agreement with Washington County Library:** Sara W. made a motion to accept the 2018 Library Services Agreement with Washington County Library. Second by Pam J. Motion carried. It is the same as 2017, with current terms extending to 2018. We may look at changes for 2019.
- **Facilities Maintenance Plan:** Jill presented a draft of the Facility Maintenance Plan for Bayport Public Library. Areas included in the plan are: Immediate needs/priorities for 2018, Ongoing Maintenance, Future Needs, Funding, and Summary. We also looked at the Municipal Building Maintenance Fund Committee/Schedule of Repairs and Maintenance-Library, which was from 2011. Immediate needs/priorities for 2018 include gutter repairs, pillar repairs in front of library, tree trimming and signage on 5<sup>th</sup> Ave. exterior side of the building. Jill will work with Scott, the inspector that the city contracts with, to get some updated maintenance costs. Jill recommends that starting in 2019, the Library contribute to the Municipal Building Fund. City staff recommends that the Library Board and City Council have a workshop session in 2018 to discuss building maintenance needs and to create a viable plan for the future.

- **Technology Update:** Jill met with the Stillwater director and IT, discussing tech support--\$100/hour; wireless printing--\$200/year; Envisionware. She will meet with Washington County IT after the holidays. Could foundation funding be used for some of this?
- **Exam Proctoring Policy:** Jill went over the policy; we will approve it in January.
- **2018 Annual Programming Plan:** Jill presented the programs scheduled for 2018, including target audiences of Kids and Families, Teens, Adults and Older Adults. There is still a need for more programming for teens.
- **Set January Meeting Date:** January 16 @ 6:00. We will set the rest of the meetings at the January meeting.

**ADJOURN:** There being no other business, Sara W. made a motion to adjourn at 7:44, second by Pam J. Motion carried. Meeting adjourned.

**Next meeting: January 16 @ 6:00 PM.**

### **Director's Report for December 2017**

#### **Staff**

We have hired Andie Thompson to fill the shelver job opening, pending her background check. We only interviewed two candidates. Andie has experience working in her father's bookstore and helping with his online book selling business, and did an excellent job on the shelving test. We are excited to have her start on January 3rd!

#### **Programming**

We have not had any children sign up for Reading with Sochi, so the November and December dates have been cancelled. We may have to look at another date, or try to launch it in the summer.

We had a small crowd of 4 for the storytime before the Lighting of the Village Green. The children enjoyed the storytime and the snowflake scavenger hunt before we all headed down to the bonfire.

Upcoming events:

Winter Break Movies – Wednesday, December 27 at 1:00 pm – Leap! and  
Thursday, December 28 at 1:00 pm – Cars 3  
Noon Year’s Eve – Sunday, December 31, 11:30 am – 12:15 pm

I have enjoyed sharing holiday stories with the residents at Croixdale. We have had a small but loyal group of 6-8 each week. I will be reading stories from around the world starting January 22.

### **Community**

Response has been very positive to the announcement of our new hours for 2018. Most people have commented on the additional morning hours, I expect to hear more about the summer Saturdays in May and June.

### **Website/Facebook**

Website dropped slightly to about 18 users a day visiting the site. About 57% of users are returning visitors, and 43% are new over the past month. Almost all of the sessions are in English; 2 over the past month were in Japanese.

Facebook Summary: We have 307 likes (up 3 since last month); over the past 28 days, we have reached 387 people, down 36% from last month, with 149 post engagements, up 397% from last month. Our most popular post was the picture with the donation from the VFW Auxiliary.