

**BAYPORT PUBLIC LIBRARY BOARD MINUTES: June 20, 2017**

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

**ABSENT:** Erin Crowder, Linda Walters

**GUESTS:** None

**CALL TO ORDER:** Meeting called to order by Sara W. at 6:06 PM

**PETITIONS TO CHAIR/VISITORS:** None

**ADOPTION/AMENDMENT TO THE AGENDA:** Motion to amend the agenda to add MN Library Association Conference October 5-6, 2017 to New Business by Sara W., 2<sup>nd</sup> by Pam J. Motion carried.

**APPROVAL OF BILLS & RECEIPTS:**

**Bills:**

- Nothing out of the ordinary in library expenses.
- The Toshiba bill for \$13.48 was the final bill for the old copier.

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

**Receipts**

- **36220 Rental Income:** \$600.00 for meeting room rentals; there is still \$670.00 in meeting room rentals outstanding for rentals this summer.

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 May minutes by Sara W., second by Pam J. Motion carried.

**PRESIDENT’S REPORT:** We will look at the Trustee Handbook and the library conference in New Business.

**FOUNDATION FOR BPL REPORT:**

- The board has not met, but Jill had some information to share:
  - The book fair in May brought in \$383-down a little from last year.
  - All the preparations/work for the book fair was done by “Sentence to Serve” and volunteers.
  - There will be another book fair in September during Derby Days, which will include a “garage sale” of “treasures” from the basement.
  - Jill will look for a microphone that Sara remembers being down there.

**DIRECTOR’S REPORT:**

- As submitted (see attached)
- Additional comments:

- The kinetic sand and rocket were the big hits at the summer kick-off event.
- The plan for next year is to combine the library summer kick-off with the ice cream social.
- The Pony Preschool kids really liked the Dollipops.
- The reading series for older adults at Croixdale is on Monday afternoon at 3:30.
- Books and Benches story time at the art bench at Croixdale is Tuesday, Aug. 1<sup>st</sup> and is part of ArtReach.
- Lake Elmo is rejoining the Washington County system January 1, 2018. Using their library cards in the county system starts July 2017.
- Jill talked with Washington County about the computers. The goal is to get all of the county library computers on Windows10 by September. Jill would like to look at disassociating with the county for the staff computers. Stillwater Library's computers are done by the city IT staff. The city of Bayport doesn't have IT staff, so we would use a consultant.
- Jill met with the Stillwater library interim director and Stillwater Community Ed about planning for next summer.

**STRATEGIC PLAN:** Information under New Business-Review of Trustee Handbook

**COMMITTEE REPORTS:**

- The finance committee will meet before the July meeting.
- Additional discussions about budget issues:
  - No progress on gutters and pillars-Adam Bell, city administrator, said no to city funding, as the library has a maintenance budget.
  - Does the city have a facilities fund?
  - The new DVD rack was installed.
  - New bike racks will be installed.
  - Eventually there will be y-fi in Meeting Room B.

**COUNCIL REP REPORT**

- Adam Bell, city administrator, is coming to our August meeting (at Mallards).
- Connie is going to check into her city council notes about facilities maintenance.

**BUSINESS:**

**OLD—None**

**NEW**

- **Review of Trustee Handbook:** As we talked about things we'd noted in the handbook, we planned some of them into our schedule:
  - Strategic Plan-In fall 2017, have a couple of community meetings to discuss what we've done and where we're planning on going.
  - Policy Review-September 2017start reviewing policies.
  - Board retreat-Have a longer meeting in late 2017 or early 2018 for going over the strategic plan.
- **Andersen grant application:** Jill gave her draft of the grant application to Sara. The letter requests \$65,000, which is the same as last year. Sara will add a little more information and then deliver it to the Fred C. and Katherine B. Andersen Foundation.

- **Minnesota Library Association:** The MLA 2017 conference is October 5-6 in Rochester. It includes training for trustees.

**ADJOURN:** There being no other business, Sara W. made a motion to adjourn, second by Mary O. Motion carried. Meeting adjourned.

**Next meeting: July 18 @ 6:00 PM**

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

#### **Programming**

The Summer Reading Program is off to a great start! We had a great crowd at Lakeside Park for our kickoff event – it was hard to estimate the crowd size, I estimate it at 60. We had 16 and 19 kids for the first two weeks of Weird Science Wednesday, and 65 attended the Dollipops concert last Thursday. We had 8 attend the first painting class. I am hoping attendance stays strong! I have also noticed a lot more families and children in the library checking out books and taking reading review forms for the Read, Write, Draw program.

I have started the readings series for older adults at Croixdale. We had 20 attend the first week, and 15 attended the second week. It has went very well, and the participants are enjoying learning more about Minnesota authors and hearing some of their short stories.

#### **Website/Facebook**

Website use has increased slightly to about 24 users a day visiting the site. It is very steady, with hours and locations and events still the most popular pages.

Facebook Summary: We have 284 likes (up 11 since last month); over the past 28 days, we have reached 639 people, down 15% from last month, with 251 post engagements, down 2% from last month.

#### **Other**

The cash management system has been installed and is working great! It makes accounting for our cash receipts so much easier!

I will now be completing our cataloging tasks on site instead of at Washington County Library headquarters. This will allow for us to stay completely up to date with our cataloging workflow. Washington County Library is investigating the purchase of Collection HQ, a program used to manage a library collection, that I am quite familiar with from my previous work. If it is purchased, I will work to have access to it for the Bayport Library collection.

I was the guest storyteller for the Storytime Trolley in Stillwater on Saturday, June 10. It was so fun to meet people from across the region, including a couple of Bayport regulars!