

BAYPORT PUBLIC LIBRARY BOARD MINUTES: June 19, 2018

PRESENT: Sara Wagner, Mary Ostertag, Jill Smith (Library Director), Pam Johnson

ABSENT: Erin Crowder, Linda Walters, Connie Carlson (Council Rep)

GUESTS: None

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

PETITIONS TO CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Motion to accept the agenda by Sara W. with the addition of “July 17 meeting time” under New Business, 2nd by Mary O. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills

- **321 Communications/phone, cable:** \$600 to Nova Communication is for the annual phone service contract. Jill will look into using the city’s provider.
- **420 Repair/maintenance/supplies-building:** \$179.53 to MEI for Elevator Maintenance is required every other month.

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

Receipts

- **36220 Rental Income:** \$340 invoiced and outstanding and \$700 in future bookings.
- **36230 Donations:** \$150 from Bayport Tuesday Reading Club.

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

On the first Friday in July, the library is hosting the Stillwater Chamber Coffee from 7:30 to 9:00 a.m. Jill is going to open the library, too, so people can wander through.

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

PRESIDENT’S REPORT: Suggestions, thoughts and questions Sara shared:

- Sara went to Lakeside Park for the program with Duke Otherwise-lots of fun! It is a good spot for a program.
- We hope to coordinate with Mabel’s Ice Cream Shop.
- Who’s responsible for the weeds on the 5th Ave. side of the library? City? Volunteers?

FOUNDATION FOR BPL REPORT:

- We have the display board the foundation purchased for the library, but needs IT before it can be used.

- Thank you to the Foundation for our summer programs.
- Next meeting is July 23 at 6:00 at the Beach House at Lakeside Park. It is a potluck.

DIRECTOR’S REPORT:

- As submitted (see attached)
- Additional comments:
 - Circulation dropped 14% from May of last year.
 - Regarding IT, Jill is hesitant about when the work will get done, considering how long it is taking for the agreement to be drafted. She will explore other options.
 - The summer programs have been very well attended! In addition to those listed in Jill’s report, 20 kids came for painting this morning.
 - Kids’ Day at the Farmer’s Market is July 23—not set in stone yet, but working on it.

STRATEGIC PLAN:

- Staff development-The four hours of training for clerical staff will be provided by an outside source.

COMMITTEE REPORTS:

- Budget meeting-July 9 at 6:00.
- Jill will email Facilities committee about meeting next week.

COUNCIL REP REPORT: Council rep absent.

BUSINESS:

OLD

- **Data Privacy Policy:** Motion made by Sara W. to approve Data Privacy Policy that we reviewed last meeting with no changes. Second by Pam J. Motion carried.

NEW

- **Pillar Repair:**
 - Wait for estimate from Hause; if nothing soon, go ahead with Siegfried, after dealing with budget for it.
 - Also get estimate for painting.
- **2018 Budget:**
 - Going to ask for \$15,000 increase from city to be used for salaries and benefits, increased IT costs, and building repair and maintenance.
 - The city budget workshop is July 30.
 - Jill plans on meeting with Adam before that and will ask him what seems reasonable.
 - The city giving us more money means more private support.
- **Andersen grant application:**
 - Due July 15.

- Submit to committee with new strategic plan, summary of accomplishments of previous strategic plan, annual report and preliminary budget.
- Sara suggested an additional grant proposal for November meeting—for updating upstairs meeting room.
- **Respectful Conduct Policy:** Reviewed and will approve at July meeting.
- **July 17 meeting time:** Meet at 7:00 instead of 6:00.

ADJOURN: There being no other business, Sara W. made a motion to adjourn at 7:25. Second by Pam J. Motion carried. Meeting adjourned.

Next meeting: July 17 @ 7:00 PM.

Director’s Report for June

Building

We will discuss the estimate, which I’ve just recently received, for the pillar repair work during new business. I have purchased new entry rugs. Our carpets will be cleaned this weekend. I am waiting to have the windows cleaned until after any work on the pillars and roof balustrade.

Statistics

You may have noticed that our circulation has dropped for the past couple of months. I do find this concerning, especially as we are now open more hours. I think part of the drop for April and May is that the second-grade classes stopped visiting. I do think our visits seem to be increasing or nearly the same, although we do not track that number daily.

IT Update

I am still waiting for a draft of the service agreement with Washington County IT! I am deeply concerned because one of our main concerns is timeliness, and if it is taking this long for an agreement to be drafted, I wonder how long getting our work completed will take. I am concerned that any work will happen in 2018 at this point. I may press for having a couple of projects completed at a cost of \$100 per hour before the agreement is in place.

Programming

Summer programming is really successful so far this year! We had a crowd of about 250 with the ice cream social for our summer reading kickoff. We had 70 attend the Duke Otherwise concert. Our first two books clubs were full with 20 students. We had 65 attend our movie showing of Paddington Bear 2. 25 participated in the first Weird Science Wednesday. We had 40 kids and seniors at the Books and Benches program at Croixdale. We had 56 attend the Mixed Nuts comedy program. As of this week, we have had 3 kids complete the summer reading activity card, and we’ve received 31 Read Write Draw entries.

I am planning for the possibility of a visit from the Fan Jam vehicle that is promoting the NCAA Final Four, which will be held in Minneapolis next April. I am also planning a memoir writing class for adults for the fall, and for a fall adult book club.

Website/Facebook

Website use increased slightly with about 20 users a day visiting the site. There were 30 sessions on average per day over the last month. The increase is mostly visiting our events page. We had visits from France and Peru this month, although a vast majority are from inside the US.

Facebook Summary: We have 339 likes (up 8 since last month); over the past 28 days, we have reached 806 people, up 115% from last month, with 391 post engagements, up 25% from last month. I have been posting more about our library events and the use is showing that we are reaching people with our postings. I will continue to post more, especially our events.

Other

Summer Saturdays started off surprisingly busy! We had almost 50 people in each of the first two Saturdays we were open, which is comparable to a fall/winter/spring Saturday. Most people just assumed we would be open, so I think we would have had a lot of disappointed people if we were closed. This past Saturday was quite a bit quieter – only 29 people came in, but I still think it's worth being open.