

**BAYPORT PUBLIC LIBRARY BOARD MINUTES: October 16, 2018**

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

**ABSENT:** Connie Carlson

**GUESTS:** None

**CALL TO ORDER:** Meeting called to order by Sara W. at 6:46 PM.

**PETITIONS TO CHAIR/VISITORS:** None

**ADOPTION/AMENDMENT TO THE AGENDA:** Motion to accept the agenda by Sara W. with the removal of Library Director Annual Evaluation from Old Business, as it's been completed. Second by Linda W. Motion carried.

**APPROVAL OF BILLS & RECEIPTS:**

**Bills**

- **300 Professional services-legal:** \$150 to Eckberg Lammers for review of service contract by City Attorney-Already paid by city/library portion of bill.
- **302 Contract Service:** \$150 to Jodi Otto for the fall containers outside the library.
- **391 Shared Automation:** Three payments to Washington County Library- \$102.24 for LitFinder (database), \$42.60 for postage and stock for 3<sup>rd</sup> quarter overdue notices, and \$16.00 for fines reimbursement for materials owned by WCL, but fines paid at Bayport.
- **402 Conferences and Schools:** \$92.90 to Jill S. for hotel for MLA Conference in St. Cloud and \$93 to MLA for Sara's registration for the MLA conference.
- **420 Repair/maintenance/supplies-building:** \$46.50 to Nardini for fire extinguisher inspection.

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

**Receipts**

- **36220 Rental Income:** \$250 in rental income, \$1,550 has been invoiced and \$500 in 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 September minutes by Sara W. Second by Erin C. Motion carried.

**PRESIDENT'S REPORT:** Information, suggestions, thoughts, questions Sara shared:

- The grant for tables and chairs was sent to Andersen.
- Wash windows now
- Sara went to two conferences: Design conference with Jill and the MLA conference (Friday), which was about adaption and change and was fabulous. Sara was glad to be there.

**FOUNDATION FOR BPL REPORT:** Meeting next Monday (Oct. 22) at the library and will stuff envelopes for the Fall Appeal.

**DIRECTOR'S REPORT:**

- **Strategic Plan** as outline
  - As submitted (see attached)

**COMMITTEE REPORTS:** Facility committee met October 5, 2018. Discussion included:

- No pillar work or word yet; Jill will call again.
- Painting of doors/windows same time as pillars? Jill will contact painter.
- Gutters: Quote from 2017 plus 10%; questions about the copper-credit for recycling it or keep it and get the money?
- Sprinkler company will look at the system in the spring.
- Garbage can in front is full; dead pussy willows along building—trying to make front entryway look welcoming.
- New computers-scheduled for Oct. 16. Contract indicates should be done by Oct. 31.
- Jill shared information from September 21<sup>st</sup> Design meeting.
  - Computer table-six person zig-zag workstation plan is very expensive; will look at other options.
  - Good space here, so Jill recommends doing smaller projects, like replacing high marble workstation with computers and replace with smaller workstation.
  - Reading room ideas: marble counter could be used in there as a coffee bar looking out the window, smaller chairs and new table, change back room to a study room or small meeting room, closet could be where coffee nook could be.
  - Goal is to refresh areas to update.
  - Jill suggests RFP for design work to further work with these ideas and any other.
  - Lighting covers in adult area are starting to fall off. Company that installed covers are no longer being made, so another area of concern.
  - Carpets will be cleaned on Nov. 10<sup>th</sup>.
  - Waiting to hear back from St. Croix Rec about bike rack.
  - Mark Troendle, Stillwater Library Director, has given Jill some contacts of people he has contacted about a building assessment for long-term maintenance.
  - Oct. 14 is deadline for Andersen Foundation; will get it in on the 10<sup>th</sup> for meeting room chairs, etc.
  - Meeting room use has increased; Jill has data.
    - Chairs definitely need to be replaced: Innovative estimate is 100 chairs for room A/B and 25 chairs for room C-do we need that many?
    - Need wireless microphone to work; plug-in one works fine.
    - Carpet in Room C could be replaced—contact Froggy's.
    - TV cabinet could be removed, as well as knick-knacks.
    - Blinds: Room C ones are fine; blinds aren't a priority for this grant.

**COUNCIL REP REPORT;** Rep absent.

**BUSINESS:**

**OLD:** None

**NEW**

- **Washington County IT Services Contract:** We went through the Technology Service Agreement Between Washington County Minnesota and Bayport Public Library, including Exhibit A-Service Level Agreement, Exhibit B-Technology Support Services Bayport Library, Exhibit C-Bayport Technology Services, and Exhibit D-2018 Budget Year Desktop Computing Standards and 2019 Budget Year IT Standard Costs.
- **Internet Use Policy:** Motion made by Sara W. to approve Internet Use Policy as is stated. Second by Linda W. Motion approved.
- **2019 Holiday Closings:** Pretty much the same as last year, but closed the Friday after Thanksgiving. Motion to approve Holiday closings by Sara W. Second by Pam J. Motion approved.

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

**Next meeting: November 27 @ 6:00 PM at library.**

**Director's Report for October  
Space**

**Building Update**

I was able to connect with Tim Siegfried of Siegfried Construction, and he thinks they will be able to complete the pillar work before winter. I am hoping work starts this week with better weather. I also contacted Berwald Roofing, and the gutter work should also be scheduled soon and before winter. I will contact Lake Area Painting for an estimate for painting the pillars. At the Minnesota Library Association conference, I spoke with the Minnesota Chief Engineers Guild – they offer services for public facility professionals for \$50 per year, which includes quarterly trainings. This may be something we consider as our facility ages.

**Meeting Rooms**

We will start using a new calendar system for our events in 2019, through MELSA and Washington County. Staff will also start using this system to book our meeting room space, and I will explore options for patrons to use it to book space as training progresses.

**Resources**

**Programs**

Attendance at our events in September was quite a bit smaller than summer programs. We had two attend the new Book Club meeting on September 24. Twelve young painters came to the painting class on September 25. We had 25 attend the fabulous puppet show with Schiffelly Puppets on October 6, and we had 30 people make signs with the Mobile Sign Shop on Saturday, October 13.

I have once again started our readings at Croixdale, this time reading humorous stories. Attendance has varied from 6 – 12 during the last month.

We have three events planned for this week with the school break: a painting class at 1:00 pm on October 16, a toddler drive in movie at 10:30 am on October 17, and the movie *Home* at 1:00 pm on October 18. We will once again host the Spooky Basement on October 31 from 5:00 pm – 8:00 pm.

### **Staff**

All staff will be attending Customer Service: Inside and Out with David Aaker, a training provided through the Stillwater Chamber on October 24.

### **Technology**

The IT update should be completed Tuesday, October 16. We will now consider the ongoing service agreement (see attached). I will also forward the agreement to the City Attorney for review with our changes.

### **Connections**

#### **Community**

Students from Andersen Elementary are once again making weekly trips to the Library. We've added one class of third graders this year.

#### **Foundation**

The Foundation will be meeting next Monday, October 22. I will be requesting our annual grant from the Foundation at the meeting. They have completed their grant request to Andersen Corporation.

#### **Volunteers**

Susie is working with a group of three transitions students weekly to assist in sorting materials in the basement and cleaning up the outside of the library weekly.

### **Other**

#### **Website/Facebook**

Website stayed the same 19 users a day visiting the site. The busiest times are in early afternoon. The events page was visited more than the location and hours page over the past month.

Facebook Summary: We have 365 likes (up 5 since last month); over the past 28 days, we have reached 1902 people, up 82% from last month, with 275 post engagements, up 19% from last month. We have 12 new page followers this month. Our most successful post was the post shared about the top ten banned books.

Thank you for your support to attend the Minnesota Library Association Annual Conference on October 11-12. I enjoyed all of my sessions and learned a lot! Please see the attached summary.

## **MLA Summary**

Here is a recap of the sessions I attended in St. Cloud.

**Little Coders: Infectious (the Good Kind) Activities for Preschoolers:** This was a great intro to activities from the ALA Ready to Code initiative – simple game like programs that can help preschoolers develop skills they will need for coding in later careers. I would really like to try some of this program sometime in 2019.

**Science Fiction is a Setting!** I learned about a lot of new science fiction and fantasy books, and how to do readers advisory to suggest titles to readers who don't think they like science fiction.

**Our Stories, Our Community: Preserving Local History through Oral Histories** – I learned about Rochester Public Library's oral history project, learning some tips as I plan to do a similar project here in 2020 on a much smaller scale. Excellent program.

**Keynote: We, surveilled and afraid, in a world we never made – Dorothea Salo** – The less said about this, the better. I did not enjoy this keynote and felt it was not a good fit for our association.

**Under the Radar: The Other Youth Book Awards Worth Watching** – I came away with a long list of multi-cultural and other diverse books that have won awards beyond the Newbery and the Caldecott. It's always a treat to learn about great new kids books!

**Project Management as a Bridge: Building Connections between Library Strategic Goals and Directions and Project Work** – This was a very practical session from the University of Minnesota Libraries. While they are often working on big projects with cross-departmental teams, I still fill like I learned more about keeping my projects on track.

**Stop Supervising in Circles** – This was my favorite session/speaker. She gave excellent tips for being a better supervisor/manager, and ways to focus on improving work with also being a compassionate leader.

**The Role of Libraries in Understanding Adverse Childhood Experiences: Building Self Healing Communities** – This was very interesting information about adverse childhood experiences, maybe even more interesting how the library is collaborating with their county public health department. This was good basic information to serve our patrons better and to work at making our community better.

**Keynote: Librarian Evolution – Gina Millsap** – This was enjoyable and inspirational, about the power of libraries and how we must evolve and change to serve our communities. She is really an advocate for getting outside of the library building, which I wholeheartedly endorse!

**Building Buy-In for Marketing at Your Library** – I expected more out of this session since it was with our second keynote speaker. Her library hired a firm for a brand and marketing campaign, and then ended up doing everything in house. My takeaway from this program is that they started calling their programs "Learning Experiences" which I really like!

**Mission Possible: Working Towards a Stronger Staff Culture** – Although from an academic library perspective, I do think they shared a great model for ways to improve communication among staff members and tips for working better together.

Once again, thank you for your support to continue my involvement in MLA and to attend this conference. I hope some of you can join me next year at the Mystic Lake Conference Center in Prior Lake, September 19-20, 2019.