

BAYPORT PUBLIC LIBRARY BOARD MINUTES: November 27, 2018

PRESENT: Sara Wagner, Erin Crowder, Jill Smith, Mary Ostertag, Linda Walters, Connie Carlson

ABSENT: Pam Johnson

GUESTS: None

CALL TO ORDER: Meeting 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., amended to move the council rep report to earlier in the meeting. Second by Mary O. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills

- **220 Operating supplies/library:** \$399 for 2,000 RFID tags.
- **321 Communications/phone, cable:** Includes November and December bills from Comcast.
- **380 Utilities-Electric:** Xcel Energy payments for November and December.
- **381 Utilities-Gas:** Xcel Energy payments for November and December.
- **391 Shared Automation:** Washington County Information Technology: \$8,531.49-Technology Upgrade, \$220.00-Catalog PCs, \$302.00-Service Contract for November and December.
- **420 Repair/maintenance/supplies-building:** \$1,603.80 to Commercial Steam Team for carpet cleaning and \$42.07 to JH Larson for bulbs for outside in back.

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

Receipts

- **36220 Rental Income:** \$925 in rental income, \$325 in outstanding invoices and \$525 in future bookings.
- **36233 Grants:** \$45,000.00 grant from the foundation.
- **36240 Refunds & Reimb. Prof Fees:** \$1,179.97-a good month and nice surprise.

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

APPROVAL OF MINUTES: Motion to approve October minutes by Sara W. Second by Erin C. Motion carried.

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

- Sara dropped in on the adult book group. There were seven people and they enjoyed getting together and talking about books.
- Maintenance questions: What is the city responsible for and what is the library responsible for? Jill has talked to Adam and would like to meet quarterly with the city.
- Fred C. Andersen grant-We are getting the full \$40,000.

FOUNDATION FOR BPL REPORT:

- Approved our grant.
- Put together mailing for fall campaign with good returns so far.
- Will meet in January.

DIRECTOR'S REPORT:

Strategic Plan as outline

- As submitted (see attached)
- Additional comments:
 - Jill created a building checklist draft.
 - Basement does need cleaning: We can use the city dumpster, but may need one of our own.
 - Jill cleaned out her office.
 - Document imaging? Jill has talked with someone and will again in the spring, as well as talk with the city.
 - Jill will put in for an intern again.
 - Winter break movies are Smallfoot and Incredibles 2.
 - Jill is playing around with reading resolutions for the Noon Year's Eve celebration.
 - Jill will investigate the idea of having a teen liaison position on the Library Board. She will check with the city to see if it is okay and will check with Rochester for input/information/ideas.
- We will have a couple of open houses in February or March, or put stuff out for feedback on our strategic plan.

COMMITTEE REPORTS: None met

COUNCIL REP REPORT:

- The new council in January will have John Dahl replacing Patrick McGann.
- Connie was reappointed to the board.
- The council passed the last phase of Inspiration. It was originally set out for senior housing, but it will be a small amount (16 lots) of twin homes/townhomes, homes for people downsizing.
- Starting work on the old fire station, getting it to code and ready for any future use after DOC.
- Toy for Tots collection at City Hall.

**BUSINESS:
OLD**

- **Washington County IT service agreement/update:** Adam looked at it-looked good, so signed and sent back. Next year we will have to do a longer-range technology plan.

NEW

- **Set 2019 Staff Salaries:** Erin made a motion to approve salaries reflecting a %3.0 increase, following the per cent increase given to all city employees for 2019; second by Sara W. Roll call vote: Erin-aye, Linda-aye, Mary-aye, Sara-aye. Motion carried.
- **Personnel Policy Review:** Jill will check with the city and will send us updates/edits for review at December meeting.

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

Next meeting: December 18 @ 6:00 PM at library. Treats are welcome.

Director’s Report for November 2018

Space

Building Update

We are still waiting for our pillar repair project and the gutter repairs. We may have to wait until spring. Carpets were cleaned on November 10. Window washing is scheduled for December 6. I am working on a weekly building checklist.

Resources

Programs

We enjoyed a fun Halloween celebration with 249 children coming to check out the Spooky Basement. With all of their grownups, we had over 600 people visit the Library on Halloween! In my quick survey at the end, most children thought the basement was “Not Spooky Enough” but with 2 exceptions, all thought we should do it again next year!

We also had several programs over Fall Break in October. We had 14 children and their caregivers attend the Toddler Drive In Movie. 25 came to our movie *Home*, we think the beautiful weather encouraged people to stay outside! We three participants for our October 29 adult book club meeting. We had a small group of six dedicated painters for our kids painting class on November 15.

Upcoming programs include Ebenezer Duke on November 29 at 6:30 pm. Scheduled December programs are a holiday storytime before the Lighting of the Village Green on Wednesday, December 6 at 6:00 pm, winter break movies for kids on December 26 and 27, both at 1:00 pm, and our Noon Year’s Eve celebration on December 31 at 11:30 am. We will also have James Wedgwood, a ventriloquist, perform a show for families on Saturday, January 5 at 11:00 am.

Staff

Staff is adjusting to the computer upgrade, as some processes are changing with the RFID staff pads now operational. All staff, including me, will be doing an online training on serving homeless patrons through State Library Services.

Technology

The technology upgrade has been completed, and the new public computers are working great!

We have had one issue with a staff terminal, which was fixed, but it was frustrating communicating with the Help Desk – they had not been informed of the changes in support. I hope that the changes have now been communicated appropriately.

Connections

Community

The Library will once again have a table at DaVinci Fest on January 5. We will have a small activity – origami bookmarks and making blank books – and share information about library programs and services. Stillwater Public Library will be joining us as well.

Foundation

The Foundation met on October 29. They sent out the Fall Appeal, and we have had good response. They approved the grant to the Library of \$45,000 for our operating budget, and the check was received later that week. They will meet in January to set the Foundation budget for 2019.

Volunteers

The Spooky Basement was entirely done by teen volunteers. It was great to see them engaged in the Library!

Other

Website/Facebook

Website increased to about 24 users a day visiting the site, with a bump of 40 on Halloween. We continue to see a little over a third of the users visiting from a mobile phone or tablet.

Facebook Summary: We have 367 likes (up 7 since last month); over the past 28 days, we have reached 926 people, down 51% from the previous period, with 211 post engagements, down 37%. We have 2 new page followers this month. Our most popular post was the post about wireless printing.

Teen Representative?

I read a short article in a recent issue of *American Libraries* that detailed a community that offered a teen liaison position on their Library Board. I like this idea, as I think it also encourages young people to be more involved in their community – is this something you would like me to explore more? In the area, it looks like Rochester Public Library has a teen representative to their board from their Teen Library Council.