

BAYPORT PUBLIC LIBRARY BOARD MINUTES: January 15, 2019

PRESENT: Sara Wagner, Jill Smith, Mary Ostertag, Linda Walters, Pam Johnson, Connie Carlson

ABSENT: Erin Crowder

GUESTS: None

CALL TO ORDER: Meeting called to order by Sara W. at 6:03 PM.

PETITIONS TO CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Motion to accept the agenda by Sara W. Second by Linda W. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills

- **391 Shared Automation:** Washington County Library: \$488.23—annual cost for Microsoft Office for the public computers. This is through Washington County Library because they get a cheaper rate than through Washington Co IT.
- **420 Repair/maintenance/supplies-building:**
 - Berwald Roofing: \$5,805.00-New gutters. Will talk about this at the Foundation meeting, too.
 - Plunkett's Pest Control-\$735.64-Annual pest control service
- **321 Communications/phone, cable:** Comcast-\$85.92 is for internet; MN IT Services-\$88.56 is for phone.

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

Receipts

- **36220 Rental Income:** \$700 for meeting rooms by credit card, but hasn't been credited yet, \$325 in outstanding invoices, and \$485 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 December minutes by Sara W., with the typo correction of "week" a collection to "weed" a collection. Second by Linda W. Motion carried.

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

- Awesome programming for Noon Year's Eve! New people there, including some we didn't know.
- The ventriloquist was amazing, with some new faces there, too.
- Sara shared a very appropriate piece of advice from the January/February AARP Bulletin article "99 Ways to Add Healthy Years to your Life." Number 98 is "Dust Off That Library Card: A study of 3,635 older adults found that book readers had a 23-month

survival advantage and 20 percent lower mortality risk compared with nonreaders. Reading was protective regardless of gender, education or health.”

FOUNDATION FOR BPL REPORT:

- The only thing Jill is going to ask for is the Creator tool-for artwork; the rest for the collection and adding to the nature backpacks.
- Next 1-2 years focus on the first level with help toward some of the flashier/special things from the foundation and everyday stuff from the city.

DIRECTOR’S REPORT:

Strategic Plan as outline

- As submitted (see attached)
- Additional comments:
 - The new meeting room chairs and tables should be here in six weeks or so. The city might use the old green chairs or will take them to state auction.
 - A benefit of Jill joining the Minnesota Chief Engineers Guild is the support she will be provided in building skills for managing a public facility.
 - The Noon Year’s Eve celebration had such a great response!
 - Because of smaller attendance at Winter Break Movies, Jill will plan to do only one movie next year.
 - Six people attended the January book club meeting. Meetings are the second Monday of the month at 6:30 p.m.
 - With the new calendar system, input will include programs and attendance.
 - It was good to have Nicole Haley, our shelver, at Da Vinci Fest. She was great with the kids!
 - As Susie and Jill start planning for volunteer appreciation in April, it was noted that there was an increase of about 50 volunteer hours.
 - Jill is still waiting for an updated service agreement from WCL, hopefully a multi-year agreement.

COMMITTEE REPORTS: No committees met, but Jill and Sara talked about the reading room: there should definitely be a table, but maybe a smaller one than the current table, and a suggestion box could be placed in there.

COUNCIL REP REPORT:

- Officer Quinn officially retired. The city will promote from within.
- The city hired a new city works employee.
- The new addition in Inspiration, affordable twin homes/townhomes, will start in the spring.
- The Manger restaurant is open.
- Connie will be the city council rep again this year.

BUSINESS:

OLD

- **Planning for replacement of Board members:** Since Linda’s term and Erin’s term both end December 2019, we will have to do some planning ahead to create a smooth

transition. Jill created a Potential Time Line for New Board Member Recruitment. We also brainstormed ideas of things to keep in mind as we write a job description to post and use in advertising to recruit new members. We will continue this work at our February meeting.

NEW

- **Election of Officers:** Pam made a motion to accept the slate of officers: President-Sara W., Vice-President-Pam J., Secretary-Mary O. Second by Linda W. Motion carried.
- **Appoint Committees:** Sara W. made a motion to reappoint the same committee assignments as 2018, second my Linda W. Motion carried.
 - **Finance:** Pam J. and Mary O.
 - **Facilities:** Sara W. and Erin C.
 - **Technology:** Linda W. and Mary O.
 - **PR:** Sara W. and additional community member and possibly someone from the foundation.
- **Set 2019 Meeting Dates:** Sara moved to set the third Tuesday of the month at 6:00 p.m. for our 2019 meeting dates, second by Linda W. Motion carried.
 - Meeting dates: February 19, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19, December 17.
- **Declare official newspaper:** Sara made a motion to declare the Stillwater Gazette as our official newspaper. Second by Mary O. Motion carried.

ADJOURN: There being no other business, Sara W. made a motion to adjourn at 7:07. Second by Pam J. Meeting adjourned.

Next meeting: February 19 @ 6:00 PM at the library.

Director's Report for January 2019

Space

Building Update

The new meeting room chairs and tables have been ordered.

I will be joining the Minnesota Chief Engineers Guild to have more support as I build skills in managing a public facility.

I am working on the RFP for a building consultant to do a needs assessment.

Resources

Programs

We had a great response – and a great time – at the Noon Year's Eve celebration! Staff estimated that 120 people attended. With such a huge response, we are going to plan to use the upstairs space next year. We had smaller attendance for our Winter Break Movies – only 17 attended *Incredibles 2*, 42 attended *Smallfoot*. Next year, I will plan to do only one movie, and

not on the day after Christmas. 29 attended the James Wedgwood performance. He was a great performer, and I hope to have him back this summer – perhaps at the Summer Reading Kickoff to perform for a larger audience. Six people attended the January book club meeting.

Upcoming programs are the adult documentary series on January 17, 31 and February 7. The schedule is *Won't You Be My Neighbor?*, *Jane*, and *RBG*. We will host a performance from Enso Daiko, Japanese drummers, on Saturday, February 2 at 1:00 pm.

Staff

I will be training staff on the use of the new calendar system in the next week.

Technology

I am having issues with our website. With a recent update, I can still add new posts and pages, but I can't edit existing pages. I've contacted the consultant we used for the design, and I hope to have it working once again by the end of the week.

I've helped several patrons in the last week with questions about eBooks and eAudiobooks.

Connections

Community

I attended Da Vinci Fest with Stillwater Library on Saturday, January 5. Nicole Haley, our shelver, as helped out that day. We helped kids make blank books and origami bookmarks and were busy the entire 4 hours. I estimate we talked with 150 people. We issued 5 new library cards, including one to someone who hadn't used the library in 40 years, and I was able to talk with people about downloading eBooks and the Homework Rescue online tutoring service. Six children and their parents came to the first indoor playtime, and I expect this will grow as word spreads. The children were very creative in using our toys and books.

I attended the Women's Business Bridge meeting on January 11, and I am planning on attending the Conversations of the Valley lunch tomorrow focused on the future of the Valley.

Foundation

The Foundation will meet again on January 21, next Monday. For 2019, my only new proposal is an annual subscription to the Creator Tool from BiblioBoard, which costs about \$800, and will allow us to create special collections, like recipes, music and stories, through our website. Remaining enhancement funds will go to support existing collections and programs.

Volunteers

Susie and I will start working on plans for volunteer appreciation in April.

Other

Website/Facebook

Website dropped to 25 users a day visiting the site. Location and hours and events are still the most popular pages.

Facebook Summary: We have 370 likes (up 3 since last month); over the past 28 days, we have reached 1961 people, up 53% from the previous period, with 93 post engagements, down 44%.

We have 5 new page followers this month. Our most popular post was our event post about Noon Year's Eve.

Washington County Library

I am still waiting for an updated service agreement from WCL. I hope to have a draft ready to review at our February meeting.