

**BAYPORT PUBLIC LIBRARY BOARD MINUTES:** December 17, 2019

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

**ABSENT:** Connie Carlson, Erin Crowder

**CALLED TO ORDER:** Meeting called to order at 6:09 p.m.

**PETITIONS TO CHAIR/VISITORS:** We welcomed Jenny Erickson to the meeting; she is one of the new board members starting in January.

**ADOPTION/AMENDMENT TO THE AGENDA:** Sara W. made a motion to accept the agenda. Second by Mary O. Motion carried.

**APPROVAL OF BILLS & RECEIPTS:**

**Bills:** Pretty ordinary and uneventful for the end of the year.

- **302 Contract Service:** \$247.83 to DTS for Copier and \$192.15 to Jodi Otto for the winter pots.

Motion to approve bills by Sara W. Second by Linda W. Motion carried.

**Receipts:** The \$9,000 difference between YTD and "Budgeted" is a bond.

- **36220 Rental Income:** \$1,955 in outstanding invoices (*bulk is Andersen*) and \$150 in meeting room bookings.
- **36230 Donations:** \$100.00 donation from a gentleman in memory of Tom McCarry, who used to dance at the White Pine Inn. The Master Gardeners are dropping off their donation tomorrow.

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

**APPROVAL OF MINUTES:** Motion to approve the November minutes by Sara W. Second by Linda W. Motion carried.

**PRESIDENT'S REPORT:**

- Sara thanked Erin and Linda for nine years of service on the board and welcomed Jenny to the board.
- Shared Memory Minder Kit from Washington County Library.

**FOUNDATION FOR BPL REPORT:**

- Nothing new to report.
- Jill will email the Foundation for additional money.
- Next meeting is January 23.

**DIRECTOR'S REPORT: Strategic Plan** as outline

- As submitted (see attached)
- Additional comments
  - The new security camera was installed on the outside of the building after the recent accident on Hwy 95 because the other one didn't have a good view of the accident.
  - Jill will plan on creating a story stroll, with a duck story, for Derby Days, and will have bigger lights under the story pages at the Lighting of the Village Green next year.
  - Noon Year's Eve will be held upstairs this year to accommodate the growing size of the group of participants.

**COMMITTEE REPORTS:** The Facilities Committee met and talked about the timeline and kick-off for the community-either the last week of January or first week of February-and also how to get word out. Jill will email when these things are set.

**COUNCIL REP REPORT:** Rep. absent.

**BUSINESS:**

**Old**

- **New Library board members:** Jenny introduced herself.
- **Set 2020 Salaries:** Sara W. made a motion to set 2020 salaries as proposed. Second by Linda W. Roll call vote: Johnson-aye, Ostertag-aye, Wagner-aye, Walters-aye. Motion carried.
- **Staffing Update:**
  - Four applicants; Susie Danielson starts January 3<sup>rd</sup>-information in President's Report. Volunteer coordinator will be part of her work-four extra hours/week.
  - Another applicant may come on as sub clerk.
  - Another applicant is a library student--possible future internship?

**New**

- **2020 Washington County IT contract:** Reviewed provisions: things are going well, no emergency service. Sara signed the contract to be returned to Washington County. They will then return a signed copy.
- **2020 Fee schedule:** The only change is no charge for replacement cards. Sara W. made a motion to adopt the proposed fee schedule. Second by Pam J. Motion carried.
- **Adopt 2020 Budget:** Sara W. made a motion to adopt the 2020 Budget. Second by Linda W. Roll call vote: Johnson-aye, Ostertag-aye, Wagner-aye, Walters-aye. Motion carried.
- **Set January meeting date:** January meeting set for the 3<sup>rd</sup> Tuesday-January 21.

**ADJOURN:** There being no other business, Linda W. made a motion to adjourn at 7:04 p.m. Second by Sara W. Meeting adjourned.

**Next Meeting: January 21 @ 6:00 p.m. at the Library.**

**Director's Report for December 2019**

We have appointed another resident as a board member to start in January.

**Space**

**Building Update**

We have had new security cameras installed after the recent accident on Highway 95.

**Resources**

**Programs**

Thanks to Washington County Library for letting us borrow The Snowy Day story stroll! While I did not always count the children reading the story, I felt it was a better way for us to be a part of the Lighting of the Village Green. I will plan on creating a story stroll for Derby Days next year as well.

We had 33 attend the Ebenezer Duke program on Thursday, December 5. While not quite as many as last year, everyone still really enjoyed the program.

Upcoming events are the Winter Break Movie on Friday, December 27 at 1:00 pm and Noon Year's Eve on Tuesday, December 31 at 11:15 am.

### **Staff**

We received four applications for the Library Clerk vacancy. I have selected Susie Danielson to fill the position, pending the completion of her background check. Pam Clements' last day is Monday, December 30.

### **Technology**

We have received the 2020 service agreement from Washington County and will be discussing during new business.

## **Connections**

### **Community**

It was great to connect with the community at the Lighting of the Village Green!

### **Foundation**

The Foundation met and sent out the fall appeal only to their donor list, not to every address in Bayport this time. It will reduce expenses and very few donations were received that way. They approved their contribution of \$45,000 to the Library.

### **Volunteers**

We have really enjoyed working with our current trio of transitions students. They have helped with projects from stamping weeded books to organizing our first aid kit and library tools.

## **Other**

### **Website/Facebook**

Website visits increased to 24 users a day over the past month. Catalog searches make up 70% of the visits.

Facebook Summary: Over the past 28 days, we have reached 276 people, down 67% from the previous period, with 31 post engagements, down 31% from the previous period. We have 2 new page followers again this month.