

BAYPORT PUBLIC LIBRARY BOARD MINUTES: January 21, 2020

PRESENT: Jenny Erickson, Pam Johnson, Mary Ostertag, Colleen Robinson, Jill Smith, Sara Wagner

ABSENT: Connie Carlson

CALLED TO ORDER: Meeting called to order at 6:03 p.m.

ADMINISTER OATH TO NEW MEMBERS: Sara W. administered the Oath of Office and Purpose to two new board members: Jenny Erickson and Colleen Robinson.

PETITIONS TO CHAIR/VISITORS: None

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

APPROVAL OF BILLS & RECEIPTS:

Bills:

- **391 Shared Automation:** \$3,418.00 to Washington County Information Technology is for the year. \$30.12 to Washington County Library is for overdues and postage. \$2,658.53 to Washington County Library is for technology.
- **420 Repair/maintenance/supplies-building:** \$765.08 to Plunkett's Pest Control is for Annual pest service and \$512.00 to Anderson Heating for Fall/Winter Maintenance.

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

Receipts:

- **34760 Service Charges:** \$102.60 is about the same as usual.
- **36220 Rental Income:** It is a nice start of the year for bookings- *\$700 in outstanding invoices and \$150 in future meeting room bookings.*
- **36230 Donations:** The \$1,000.00 donation from the Master Gardeners was deposited last month.

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

APPROVAL OF MINUTES: Motion to approve the December minutes by Jenny E. Second by Sara W. Motion carried.

PRESIDENT'S REPORT:

- Sara had us introduce ourselves for our new board members.
- We did a quick review of the Bayport Public Library By-Laws.
- Congratulations to Jill on a great year of circulation!
- Is there an update on serving summer meals here? No, so Jill will make a connection.
- Do we/should we have Narcan in the building? Do we have an AED in the building? Jill will look into these questions.

FOUNDATION FOR BPL REPORT:

- The board is meeting on Thursday night (1/23/20).
- Jill will be asking for the online component for the summer reading program. Then children and adults can participate from home.

DIRECTOR'S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments
 - Building Update: There is a kickoff meeting set up with the architects for Monday, February 3, 2020 at noon. Moving forward, they will want to meet with some focus groups. Those so far being considered include a teen group, some kids from classes that come to the library, Café Philo, and a group from Inspiration. If you have any other ideas, let Jill know.
 - Programs: *There was a huge crowd for Noon Year's Eve! *Six people came for book club; there will be another book club on February 10th. *Six people came for the snowman art, and they had a great time and made wonderful snowmen! (You can see them on the library's Facebook page.) *There is a Superhero Storytime on Saturday, February 1st at 1:00 pm.
 - Technology: One of the staff workstations needed repair from Washington County IT, and it was taken care of within a day.
 - Connections: We will be sharing a table at De Vinci Fest with Stillwater Public Library again this year.
 - Jill also shared the 2020 Annual Weeding Schedule and the 2020 Programming Schedule.

COMMITTEE REPORTS: None met.

COUNCIL REP REPORT: Rep. absent.

BUSINESS:

Old

- **Facilities Master Plan update:** Jill had some information in her Director's Report, but she shared an overview of this project:
 - Going to look at the "bones" of the facility.
 - How can we maximize our space, especially the children's area?
 - Look at redoing lighting and carpet.
 - Report in June-unified vision of what it will look like; it won't look wildly different, just sort of a refresh.

New

- **Phone Upgrades:** Jill got another quote. It is no better than the others and is not in our budget. She will look at other options.
- **Election of Officers:** Jenny E. made a motion to accept the slate of officers: President-Sara W., Vice-President-Pam J., Secretary-Mary O. Second by Colleen R. Motion carried.
- **Appoint Committees:** Sara W. made a motion to set the committees as:
 - **Finance:** Pam J., Mary O.
 - **Facilities:** Sara W., Colleen R., Erin Crowder-as a community member.
 - **PR:** Jenny E., Sara W.Second by Pam J. Motion carried.
- **Set 2020 meeting dates:** Sara moved to set the third Tuesday of the month, except for March, at 6:00 p.m. for our 2020 meeting dates. Second by Jenny E. Motion carried.
 - Meeting dates: February 18th, March 24th (Fourth Tuesday), April 21st, May 19th, June 16th, July 21st, August 18th, September 15th, October 20th (Director's evaluation, so start at 5:00), November 17th, December 15th.
- **Declare official newspaper:** Sara W. 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 made a motion to adjourn at 7:28 p.m. Second by Jenny E. Meeting adjourned.

Next Meeting: February 18 @ 6:00 p.m. at the Library.

Director's Report for January 2020

Space

Building Update

We have scheduled our kickoff meeting the architects for Monday, February 3 at noon. We should still have our report by June. It is very exciting to start this project! I have had out building blueprints scanned into pdfs for the architects to start this project.

Resources

Programs

We only had 6 attend our winter break movie. We had a huge crowd for Noon Year's Eve – 105 people were there! It was a good change to move all of the festivities upstairs, and I have ideas about making it even better next year. I think this is one program we will continue for the foreseeable future! Thanks to Sara and Mary for helping drop the balloons!

Upcoming events are a Superhero Storytime on Saturday, February 1 at 1:00 pm. I am booking summer performances this week.

Staff

Susie Danielson has started, and she is doing a great job! She already knows many patrons through her school and community connections. She is doing great with the computer system, and we are continuing to practice basic reference and readers advisory skills.

Technology

One of our staff workstations needed repair from Washington County IT, and I am pleased that it was taken care of within a day. But as part of that process, our RFID pad will no longer work. A newer, better RFID pad is available, but the cost is \$1080.82 per pad. It was not in our budget this year, but I think it is something we need. However, we have had two pads, and I think maybe one will be enough for our needs.

Connections

Community

We will once again be sharing a table at Da Vinci Fest with Stillwater Public Library. We will again make blank books, issue library cards, and new for this year, make buttons!

Foundation

The Foundation will meet on Thursday night.

Volunteers

Noon Year's Eve was a very easy day for me this year – volunteers did all of the prep work, including filling over 200 balloons in about a half an hour!

Other

Website/Facebook

Website visits decreased slightly to 322 users a day over the past month. Desktop visits have stayed around 60% with 40% of visits coming from a tablet or mobile device.

Facebook Summary: Over the past 28 days, we have reached 2521 people, up 703% from the previous period, with 270 post engagements, up 358% from the previous period. Noon Year's Eve event reached 3800 users, with 123 responses – the most I have ever seen!