

BAYPORT PUBLIC LIBRARY BOARD MINUTES: July 19, 2018

PRESENT: Sara Wagner, Erin Crowder, Jill Smith, Linda Walters, Pam Johnson, Connie Carlson

ABSENT: Mary Ostertag

GUESTS: None

CALL TO ORDER: Meeting called to order by Sara W.. at 7:00 PM

PETITIONS TO CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Motion to approve agenda by Sara W. 2nd by Linda W. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills:

- **302 Contract Services:** Received credit from DTS (copier)
- **391 Shared Automation:** Quarterly costs from Washington Co for mailing overdue notices to patrons. Quarterly costs from Washington Co for fees patrons pay for past due items.
- **420 Repair/maintenance/supplies-building:** Carpet cleaning done on high traffic areas only

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

Receipts

- **36220 Rental Income:** \$790 has been invoiced
- **Note:** Property tax funds come in at the end of the month

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

APPROVAL OF MINUTES: Note that Chamber Coffee has moved to February. Motion to approve June minutes by Sara W. Second by Erin C. Motion carried.

PRESIDENT'S REPORT: Sara W. mentioned that on a recent Saturday morning, the library was busy. Noted new faces coming to the library. Children appear to enjoy the Scavenger Hunt in the Library. There is a conference 9/21 re: the Future of Libraries Sara W is interested in attending. Will see if a Foundation member would like to go as well and if the Foundation would fund. Sara W. offered Jill S support for presence at Farmer's Market and Night to Unite.

FOUNDATION FOR BPL REPORT: Meeting 7/23 at Lakeside Park – pot luck. Jill S. emptied the donation box in the Library and collected \$35 for the Foundation.

DIRECTOR'S REPORT: as submitted.

STRATEGIC PLAN: Nothing to report

COMMITTEE REPORTS:

- Budget Committee: Met to review proposed budget. Some adjustments. More information in Old Business.
- Facilities Committee: Innovative came in 7/16 to give ideas on Meeting Rooms updates (chairs, tables, misc. furniture). Will apply for separate grant from Andersen to cover cost.

COUNCIL REP REPORT

- Council met with MNDOT regarding the upcoming changes to Hwy 95. Derby Days is approaching in September. Cone with a Cop event at Mabel's Ice Cream.

BUSINESS:

OLD

- **Respectful Conduct Policy:** Motion to approved policy as amended by Sara W. 2nd by Pam J. Motion carried.
- **2019 Preliminary Budget:** General discussion. Will discuss more in depth at the August meeting.
- **Pillar Repairs:** Waiting on another bid. Concerns about the Siegfried bid not being all-inclusive.

NEW

- **Lawn Care proposals:** Discussion. Moving forward with Lawn Green. Affordable cost. 2 board members have used with success (Mary O and Erin C).
- **Interlibrary Loan Policy:** Discussion. Will approve at August meeting.

ADJOURN: There being no other business, meeting adjourned at 8:25 PM.

Next meeting: August 21 @ 6:00 PM