

BAYPORT PUBLIC LIBRARY BOARD MINUTES: February 16, 2021

PRESENT: Colleen Chute, Mary Ostertag, Jill Smith, Adriana Temali-Smith, Sara Wagner

ABSENT: Connie Carlson

CALLED TO ORDER: Meeting called to order by Colleen C. at 6:02 p.m.

PETITIONS TO CHAIR/VISITORS: We welcomed Sarah Andersen, a member of the Foundation for BPL board. We also welcomed Marie Hydukovich. With the resignation of Jenny Erickson from her board position, Marie will be our new board member. The City Council will approve the appointment at their March meeting, so she will be officially on board in March.

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:

- **220 Operating supplies/library:** \$399.00 to Minitex for RFID tag for the whole year.
- **302 Contract Service:** \$995.00 to Zoobean for online reading software, shared with Stillwater.
- **420 Repair/maintenance library building:** \$191.30 to MEI for Elevator Maintenance, \$100.00 to MN Department of Labor and Industry for Annual Elevator License, and \$4,000.00 to Anderson Heating for heat exchanger replacement.

Motion to approve bills by Mary O. Second by Sara W. Motion carried.

Receipts:

- **34760 Service Charges:** \$52.00
- **36240 Refunds & Reimb. Prof Fees:** \$243.54

Motion to deposit receipts into City of Bayport Library Fund by Mary O. Second by Adriana T. Motion carried.

APPROVAL OF MINUTES: Sara W. made a motion to approve the January minutes. Second by Mary O. Motion carried.

PRESIDENT'S REPORT: Colleen suggested creating a video about services we provide and looking at our building project—timeline and fundraising.

FOUNDATION FOR BPL REPORT:

- The Foundation Board is going to meet every other month.
- They are increasing the fundraising goal to \$150,000 this year.

DIRECTOR'S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments:
 - Jill is still hopeful that case numbers will continue to decline as vaccinations increase.
 - Stillwater Library is continuing their schedule through March; Washington County Library remains open at limited capacity at a reduced hours schedule.
 - The repairs to the heat exchangers ended up being a lot more expensive than expected—and will have to find ways to save in other areas to make up for this unexpected expense.
 - The United through Music group has had six tweens joining weekly; we are pleased to have a program for this age group.
 - The February make and take project with KidCreate Studios, Clay Slab Unicorn filled up. The March project is Monet's Lily Pads.
 - We have received 9 applications for the clerk opening. Virtual interviews are set up for Thursday and Friday.

- Mrs. Kostynick's first grade class has returned for weekly visits to check out materials, and Jill was able to start the reading series at Croixdale again with nature authors. Six attended the first reading and 21 residents stopped by to check out books during the monthly visits to Croixdale.
- With her video of reading recommendations created for MELSA's Winter Reads program, Jill was invited by MELSA to record a radio commercial for Winter Reads for KS95! It's playing through the end of February.

COMMITTEE REPORTS: The Strategic Planning Committee met. The goal is to approve the Strategic Plan at the March meeting.

COUNCIL REP REPORT: Council rep absent. The biggest thing right now is the speed limit.

BUSINESS:

Old

- **Committee and officer review:**

- Officer review: With Jenny gone, we have to rearrange some officers; discussion of moving Adriana T. to Vice President and Sara W. to Secretary. We will vote on this next month.
- Strategic Planning Committee: Colleen can step in, if needed.
- PR Committee: With Jenny gone, Marie will join this committee.
- Governance Committee (policies and practices): Since this was a new committee just starting this year, and with so much going on—strategic plan and building project, we will table getting this committee started for a short while.
- Fundraising Committee: Colleen proposed adding this committee and for it to meet in the next month or so. Since we are hoping to start construction on our building update in September 2021, we have to plan:
 - A timeline and plan to help us measure where we're at,
 - A fundraising timeline for goals, and
 - A meeting with the city to talk about how this project will benefit our city/community and, hopefully, come away with some financial buy-in.

Jill will set up a meeting. If you have any community member recommendations, please let Jill know. There was some very good fundraising news! Jill got a call from the Hugh J. Andersen Foundation that they had approved \$350,000 for the project. This was more than we asked and puts us at our halfway mark!

- **COVID-19 Reopening Plan:** After a COVID update from Jill and hearing that staff is comfortable and it hasn't been overwhelmingly busy, Sara W. made a motion to resume our pre-COVID open hours schedule starting March 1. Second by Mary O. Motion carried. Curbside pickup is continuing. One question that came up was if we have to worry about liability. Jill will check with Adam about if there are any concerns or if we have to post anything.
- **Strategic Plan:** Final steps to complete the plan for our next meeting: PR to communicate the great things we have to offer, fancy it up a little, and add a work plan/timeline.
- **Bylaws updates:**
 - In the Oath of Office, "You do swear..." was amended to "You do affirm..." and "So help you God." was amended to "...this you do under the penalties of perjury."
 - Throughout the Bylaws language referring to Trustees was replaced by Member or Library Board.
 - Committees were amended to include "and community members."
 - An officer may not remain in the same position for more than 4 years. The word "same" allows for a member leaving one officer position the option of being nominated and elected to a different officer position.

New

- **Staffing Update:** Interviews are scheduled; City Council will approve at the March 1 meeting.
- **Annual Report:** We will have to approve this in March and submit by April 1st.

Adjourn: There being no other business, Sara W. made a motion to adjourn at 7:26. Second by Adriana T. Meeting adjourned.

Next Meeting: March 16 @ 6:00 p.m. on Zoom.

Director's Report for February 2021

COVID-19 Update

We have not been overly busy with appointments, with about 70% of users still requesting curbside pickups. Staff is able to accommodate both in-person and curbside pickups. Computer use remains very low, most patrons are just coming to browse the stacks. Computer use is usually for printing.

We will discuss reopening plans in new business. I still am hopeful that case numbers will continue to decline as vaccinations increase. The 14 day case rate per 10,000 is now 34.38 in Washington County. While there is no way I can say that the risk of spreading COVID at the library is zero, realistically, I think the risk is fairly small.

Stillwater Library is continuing their schedule through March, opening for browsing on Wednesdays and Saturdays and curbside pickups on Tuesdays and Thursdays. Washington County Library remains open at limited capacity at a reduced hours schedule.

I received the second dose of the vaccine on February 8 at Croixdale.

Space

Building Update

Unfortunately, the repairs to the heat exchangers ended up being a lot more expensive than I was expecting at \$4000.00. I will have to find ways to save in other areas to make up for this unanticipated expense, but it was necessary, and I'm glad the repairs were completed before this latest cold spell.

Resources

Programs

The Sprouting Melodies class for toddlers continues to go well with strong attendance. The baby session is much smaller, so we likely will not do another session for babies. My current plans are to do one more toddler session in the spring, and then transition to live programs for the fall, either with library staff or continuing to contract with Sprouting Melodies. We have added four weeks to the United through Music group for tweens. With six tweens joining weekly, we are pleased to have a program for this age group.

Our second take and make project with KidCreate Studios starts February 13 – Clay Slab Unicorn. This class also filled up. In March, the project in Monet's Lily Pads. We will continue with the kits in the summer.

Staff

As of Thursday, we have received 7 - 9 by closing -applications for our clerk opening. I will update the number before our meeting. I will be conducting virtual interviews on Thursday and Friday and hope to make a decision quickly. I would like to have the City Council approve the hiring at their March meeting. 7 interviews have been scheduled.

Technology

The updates to eBooks continue this month. The Washington County Library cloudLibrary collection will be moved into OverDrive the week of February 22, and access to cloudLibrary will end. Magazines have been migrated into the MELSA collection in OverDrive and are now available for use.

Connections

Community

I will be a guest reader for the Andersen Elementary Read-a-thon on Thursday night at 7:30. One of the first grade classes has returned for weekly visits to check out materials. I was able to start the reading series at Croixdale again with nature authors for this session. We had six attend the first reading. We had 21 residents stop by to checkout books during our monthly visit to Croixdale.

Foundation

The Foundation met on January 28.

Volunteers

No volunteers will be used in the Library for the foreseeable future.

Other

Website/Facebook

Website visits increased to about 33 users a day over the past month. The spike in visits was because of views of the information about the Library Clerk job opening.

Facebook Summary: Facebook engagement was very steady over the past 28 days. We have reached 540 people, down just 1% from the previous period. Post engagement was up 4% from the previous period. The most popular post was my video of reading recommendations created for MELSA's Winter Reads program. Based on the popularity, I am going to try to do more quick video recommendations for items in our collection. One note - with the video for Winter Reads, I was invited by MELSA to record a radio commercial for Winter Reads for KS95! It's playing now through the end of February.