

BAYPORT PUBLIC LIBRARY BOARD MINUTES: March 16, 2021

PRESENT: Connie Carlson (Bayport City Council), Colleen Chute, Marie Hydukovich, Mary Ostertag, Jill Smith, Adriana Temali-Smith, Sara Wagner,

ABSENT: All present

CALLED TO ORDER: Meeting called to order by Colleen Chute at 6:04 p.m.

PETITION TO THE CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Sara W. made a motion to accept the agenda. Second by Adriana T-S. Motion carried.

OATH OF OFFICE FOR NEW MEMBER: Jill S. administered Oath to new board member, Marie Hydukovich.

APPROVAL OF BILLS & RECEIPTS:

Bills:

- **302 Contract Service:** \$1,575; last invoice for BTR architects
- **302 Contract Service:** \$60.00 Community Thread; volunteer annual affiliate fee. This annual fee provides training for the Library's volunteer coordinator and enables Library to post any job openings on their site.
- **321 Communications/Phone, Cable:** \$600 Nova Communications; annual service plan for phones.
 - Adriana T-S asked when the telephone contract was last reviewed. Jill S. reported that it has been more than 5 years since we have upgraded phones. Jill S. would like to include phone upgrade with the upcoming building remodel. (The money that was set aside for phone upgrade in this year's budget was needed for HVAC system expenses last month.)

Motion to approve bills by Adriana T-S. Second by Mary O. Motion carried.

Receipts:

- **34560 Service Charges:** \$100 (approx.\$60.00 in color copies)
- **36233 Library Improvement Project:** \$350K from Hugh J Andersen Foundation

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

APPROVAL OF MINUTES: Sara W. made a motion to approve the February minutes. Second by Adriana T-S. Motion carried.

Note: Jill S: Stillwater Library had applied for grant from Hugh J. Andersen Foundation. Because of this generous grant, Bayport Library will get \$995 back that the Board approved in February's bills. That grant will also pay for printing of materials, etc.

PRESIDENT'S REPORT:

- Colleen C. is excited about building project, getting a fundraising committee together, and all that is to come.
- Colleen was impressed with how good and safe it felt to be inside the Library again.
- She is looking forward to more community members being vaccinated and returning to the Library.

FOUNDATION FOR BPL REPORT:

- Marie H. is also a member of Fdn. for BPL.
- Fdn for BPL will be meeting on March 25.
- Spring appeal will be going out in late April – May.

DIRECTOR’S REPORT: Strategic Plan as outline

- As submitted (see attached)
- Additional comments:
 - Curbside pickups beginning to go down
 - Stillwater Library will be adding another day to their schedule, Monday
 - Wash. CO Libraries: open, but sticking at reduced schedule for now
 - Summer Programs: Jill shared artwork for Summer Exploration Reading Log and the banner being used for Beanstack. Part of the Hugh J. Andersen grant that Stillwater Public Library received (see previous notes above) will go toward the joint summer Library kickoff with Jim Gill. See Director’s Report for more details.
 - Jill S. is still planning for virtual or pick-up programs, due to Covid. Perhaps some small, registration-only group activity(ies) will occur later in the summer. Maybe small group for story time later in the summer?
 - The Library may be involved with Kids Day at Farmer’s Market, TBD.
 - Art Reach: One Book in the St Croix Valley will be in June. The Latehomecomer by Kao Kalia Yang will be the featured community read. Look for upcoming details about a Book Walk, with posters telling part of the story.
 - Over 50 Andersen families came to Jill’s story time last month.
 - Moving forward, post Covid, Jill S. would like to find a way to keep some virtual story times on the schedule, to offer families another opportunity to “attend.”

COMMITTEE REPORTS: No committees met

COUNCIL REP REPORT: Connie Carlson

- Main issue that Council is addressing is speed limit. Should it be changed to 20 or 25 mph? Being discussed. Residents should be looking for a survey online and on a postcard. Please complete.
- Adam Bell (city administrator) has been working hard, behind the scenes, with potential spring flood issues, dealing with resident issues, speed limit issue.
- Bayport is possibly going to offer water to the Cahanes property, on Osgood Ave., in coordination with developer. Previously, Cahanes property owners got their water from the City.

BUSINESS:

OLD

- **Bylaws update**

- Sara W. made a motion to approve the updated Bylaws. Second by Marie H. Motion carried; Bylaws are updated.

- **Building Project Update**

- **There will be a workshop on Monday, April 5 at 5 pm. to discuss remodel. Jill S. will invite the BTR architects to attend. Connie suggests that someone could be at meeting as support for Jill as she discusses the project.** City Meetings are still virtual. Jill's plan is to send booklet out to board members with talking points.
- Looking at a state grant, with the deadline in April, Adam B. didn't think the matching grant will be approved for \$260,000.00 (for Library bathroom remodels.) Grant was addressing accessibility.
- More funding will be coming from the American Recovery Act, passed last Thursday. State will be getting some of those funds.
- Library has been invited to apply for an Andersen Corporate Foundation grant. Previously, this Foundation was known as the Bayport Foundation, a partner in the 1990 Library remodeling project.
- Sara W, Jill S, and Sarah A met to discuss fundraising plan.
- We need to formally appoint a fundraising committee.
 - Committee should meet before our next Library Board meeting.
 - It was decided to get committee going by first week of April.
 - Adriana T-S suggested that we get BCAL (Bayport Community Action League) involved in fundraising. Marie H. will bring it up at their next meeting, March 25. Jill S. may stop by this meeting to talk about Derby Days and could also mention the building project at that time.
- Any catchy name for fundraising campaign?
 - Bayport Public Library: The Next Chapter or Writing the Next Chapter or Building the Next Chapter
 - Reflecting Forward
 - In Circulation since 1913 and Booked for the FutureAfter some discussion, it was decided that we would call our campaign

Bayport Public Library: Building the Next Chapter

- **COVID-19 Update**

- Many older patrons have already been vaccinated.
- Reading Room has been opened, but is not in much use.
 - No coffee service yet
- No meeting rooms in use yet.
- Meeting rooms, perhaps this summer? In larger room, with limited capacity
- Automated hand sanitizer is available.
- Masks are being worn by patrons. No push back at this point.
 - Hopefully, the MN mask mandate will continue
- No one is really using elevator
- Washington CO's numbers are ok at this point. Current open hours should be ok.
- With warmer days coming, windows will be opened to help with airflow.

- Fairly new HVAC system is in place.
 - So far, Library is not overwhelmingly busy. Summer crowds may pick up.
 - Colleen C. asked about face shields for staff. Jill has some available if anyone would like one.
- **Strategic Plan and 2021 Workplan**
 - Jill shared an infographic of Strategic Plan, 2021-2023.
 - Adriana T-S asked if we have any marketing scheme or font design that aligns with City or any partners. Jill said that we do not have a color scheme/design, but that will be addressed in the new strategic plan.
 - Colleen C. suggested more vibrant colors.
 - Marie H. suggested that we need some sort of brand kit. Google “blue green” color scheme and see what looks best. Blue/Green are city colors. Connie C. talked about city colors representing park and river.
 - Marie H. offered to help Jill S with this layout/design.
 - Strategic Work Plan – on Google Docs
 - **Jill shared work plans from previous strategic plans. She updated our workplan into one of those prior grids. Jill S. asked board members to look at work plan and give Jill S. feedback before next meeting.**
 - Colleen C. asked if technology is available for people to check out materials on their phone. Jill S. replied that there is such technology. Something for us to look into. It could be as simple as enhancing current Washington Co Library app.
- **Staffing Update**
 - Jill S. interviewed 7 interviews after last meeting. Kaytee Estall is the new clerk. (See Director’s Report, attached for more information.)
 - Teija Downing is the new shelver. (See Director’s Report)
 - Jill S. is working on getting every staff person name tags; especially with so many new staff over the past year.
- **Annual Report**
 - Jill S. explained that it was very difficult to see, in print, how the past year has been in light of Covid.
 - 44,304 Library Visits in 2019 to 1,630 in 2020.
 - 2644 curbside pickups. Repeatedly, some patrons were checking out multiple materials per visit.
 - Total downloadable circulation increased.
 - Electronic content use increased as well (magazines, etc.)
 - Collection size did increase.
 - \$375 received in Cares Funds.

Sara W. made a motion to approve the Annual Report. Second by Adriana T-S. Motion carried.

NEW: No new business

Adjourn: There being no other business, Adriana T-S made a motion to adjourn. Second by Mary O. Meeting adjourned at 7:25 pm. *Next Meeting: April 20 @ 6:00 p.m. on Zoom.*

Director's Report for March 2021

COVID-19 Update

COVID-19 cases numbers continue to stay fairly low in our area, and vaccinations are accelerating throughout the state. The situation is definitely improving, and I think we are slowly going to be able to resume regular library service over the next couple of months. I anticipate allowing meeting room use again in June.

Things are going fairly well with pre-COVID open hours, and allowing patrons in when they arrive with no appointments required. It has stayed fairly quiet in the evening open hours so far.

Stillwater Public Library is adding Monday mornings to their open schedule. Washington County Library will stay at their reduced hours schedule for the foreseeable future.

Space

Building Update

We will talk about our building project in Old Business.

Resources

Programs

The Sprouting Melodies class for toddlers continues to go well with strong attendance. We will start the spring session in April. We will have a baby class if we can get 5 families signed up. The United Through Music Group recorded a song at their last meeting! We will start another group on April 1 as well.

Our third take and make project with KidCreate Studios started March 13 – Monet's Lily Pads. This class also filled up. We will have a Garden Collage project in May, and a project each month during the summer.

Planning is almost complete for the 2021 summer reading program, run in collaboration with Stillwater Library. We will have a joint kickoff performance with Stillwater featuring Jim Gill, a nationally known children's music performer. We will host three live, virtual programs, Lalo's Lunchbox, Raptors of the Midwest from the Raptor Center, and Duke Otherwise. We will also have a zoom book club with Peggy, and have Take and Do STEM kits weekly through June and July. I plan to trial in person storytimes if conditions continue to improve.

Staff

I interviewed seven candidates for our library clerk position and selected Kaytee Estall for the position. Kaytee has been working as a library supervisor at the Columbia Heights Public Library and as a substitute library clerk for Dakota County Library during 2020, and previously worked as a circulation assistant at St. Catherine University Library. She is also studying for a master's degree in Library and Information Sciences at St. Catherine University, focusing on public libraries. She has extensive experience in

customer service, and is knowledgeable about current trends in public libraries. She is experienced in using our integrated library system, and has been able to step right into her job duties.

We have also hired Teija Downing as the new shelver to replace Jen Braun as she has moved completely to library clerk duties. Teija has been coming to the library since she was a small child, and has done a wonderful job in her first couple of days of training.

Technology

Connections

Community

Over 50 families attended my zoom storytime for the Andersen Elementary Read-a-Thon.

Foundation

The Foundation will meet on March 25.

Volunteers

We are hopeful that we can start using volunteers to do some prep work for summer reading STEM kits starting in May.

Other

Website/Facebook

Website visits decreased slightly to about 29 users a day over the past month. Location and hours is the most visited page. I am having our new staff person look over the website for some feedback with fresh eyes.

Facebook Summary: Facebook engagement decreased over the past 28 days. We have reached 254 people, down 48% from the previous period. Post engagement was also down 50% from the previous period. The most popular post was the news of our reopening to our pre-COVID hours.

We received a nice thank you note from a patron in Cottage Grove, who noticed a lot of the books she requests come from the Bayport Library, and she appreciates our selection of mystery books.