

**BAYPORT PUBLIC LIBRARY BOARD MINUTES:** February 21, 2017

**PRESENT:** Sara Wagner, Mary Ostertag, Jill Smith (Library Director), Pam Johnson

**ABSENT:** Linda Walters, Erin Crowder, Connie Carlson (Council Rep)

**GUESTS:** None

**CALL TO ORDER:** Meeting called to order by Sara W. at 6:03 PM

**PETITIONS TO CHAIR/VISITORS:** None

**ADOPTION/AMENDMENT TO THE AGENDA:** Motion to adopt agenda by Sara W., 2<sup>nd</sup> by Pam J. Motion carried.

**APPROVAL OF BILLS & RECEIPTS:**

**Bills:**

- **302 Contract Services:** Cleaning invoices for two months, and Proquest (Book display widgets on website) is paid once a year.
- **420 Repair/maintenance/supplies-building:** Security system installation will be reimbursed by the city and sprinkle inspection follow-up with fire department.

Motion to approve bills for payment by Sara W., second by Mary O. Motion carried.

**Receipts**

- **36230 Donations:** \$1000 from Master Gardeners, \$100 from Tozer.

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

**APPROVAL OF MINUTES:** Motion to approve January minutes by Sara W., second by Pam J. Motion carried.

**PRESIDENT'S REPORT:** Nothing to report.

**FOUNDATION FOR BPL REPORT:** Foundation hasn't met.

**DIRECTOR'S REPORT:**

- As submitted (see attached)

**STRATEGIC PLAN**

- Some work has been done on signage on the main floor
- Some progress on technology: Jill's computer and one staff computer are up, but still waiting for two more staff and six more public computers.
- Will work on building plan when the new building committee is up and running.

**COMMITTEE REPORTS:**

- None met

**COUNCIL REP REPORT**

- Absent

## **BUSINESS:**

### **OLD**

- **Election of Board Officers:** Nominations for board positions held. Nominated slate of candidates, with no other nominations provided:
  - **President:** Sara W.
  - **Vice President:** Linda W.
  - **Secretary:** Mary O.Pam J. made a motion to approve the slate of officers, Sara W. seconded. Slate of officers was approved.
- **Appoint Committees:**
  - **Finance:** Pam J. and Mary O.
  - **Facilities:** Sara W. and Erin C.
  - **Technology:** Linda W. and Mary O.
- **Set meeting schedule for 2017:** Generally 3<sup>rd</sup> Tuesday of the month at 6:00 PM
  - March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21, December 19.
  - Movement may occur in the future with proper posting.

### **NEW—None**

**ADJOURN:** There being no other business, Sara W. made a motion to adjourn, second by Pam J. Motion carried. Meeting adjourned at 6:50.

**Next meeting: March 21 @ 6:00 PM**

## **Director's Report for February 2017**

### **Staffing**

Hannah Gilsdorf, one of our shelvers, submitted her resignation on January 25 as she is too busy with school activities and her studies to work at this time. I hired Holly Ringsak, one of the candidates we interviewed in August, to take her place. Holly started on February 15.

### **Programming**

Recent events:

Movie – A Man Called Ove – We had a huge crowd of 45 to view the movie!! We may try to do more movies, although I'm sure part of the appeal was the title. We will look at hosting more movies for adults!

Upcoming events:

Leaving a Legacy – Organizing your Photos class is this Thursday, February 23 at 1:00 pm

Nature Center Storytime – Saturday, March 4 at 10:30 am

Spring Break Movie – *Moana* - Thursday, March 23 at 1:00 pm

2017 Big Read Events – *The Maltese Falcon* by Dashiell Hammett

Sculpture tour - March 27 - April 2

Locked Room Event – Saturday, April 1 at 1:00 pm

Movie showing/discussion – Thursday, April 6 at 6:00 pm

“The Real Inspector Hound” Play preview performance – Saturday, April 22 at 1:00 pm

Summer reading programs are almost all planned. Mark your calendars for our kickoff event at Lakeside Park on Monday, June 5 with a concert by Duke Otherwise at 6:00 pm.

#### **Website/Facebook**

Website use stayed steady with an average of 23 users a day visiting the site. The most popular pages remain the front page, locations and hours, and events.

Facebook Summary: We have 263 likes (up 3 since last month); over the past 28 days, we have reached 522 people with 107 post engagements.

#### **Other**

We hosted the January 25<sup>th</sup> Learning Table Luncheon sponsored by the Greater Stillwater Chamber of Commerce, and 44 people attended! It was a great way to promote our meeting space and the Library’s commitment to lifelong learning. In related Chamber news, I have booked a table for the Community Showcase on Saturday, March 25, and I have invited Stillwater Library and Washington County Library staff to join me.

The cataloging backlog is caught up! Now I will work to keep up with this year’s new unique titles.

The city has hired Adam Bell as the new administrator. I will be meeting with him next week to talk about our mission at the library.