

BAYPORT PUBLIC LIBRARY BOARD MINUTES: January 16, 2018

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

ABSENT: Linda Walters, Connie Carlson (Council Rep)

GUESTS: None

CALL TO ORDER: Meeting was called to order by Sara W. at 6:07 PM.

PETITIONS TO CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Motion to accept the agenda by Sara W., 2nd by Pam J. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills

- **302 Contract Services:** The \$315.80 to DTS (copier) was for two months to avoid a late fee.
- **380 Utilities-Electric:** Jill will ask Wanda about the city fee on the Xcel Energy bill.
- **420 Repair/maintenance/supplies-building:** The \$735.64 to Plunkett's Pest Control is the annual fee. They come once a month and can be called if there is an issue with no extra charge.

Motion to approve bills for payment by Erin C. Second by Sara W. Motion carried.

Receipts

- **36220 Rental Income:** There is \$240 outstanding and \$735 in future bookings.

Motion to deposit receipts into the City of Bayport Library Fund by Erin C., second by Mary O. Motion carried.

APPROVAL OF MINUTES: Motion to amend minutes, replacing "approve October minutes" with "approve November minutes" by Sara W., second by Erin C. Motion carried.

PRESIDENT'S REPORT:

- Despite a very cold day, Noon Year's Eve proved to be a great community outreach event. Attendees included 28 children-including a new third grader at Andersen School, someone from the Marine library, an Inspiration resident whom had never been here before, and someone who'd moved here from Colorado.
- The blood drive at the library was successful.
- Sara reminded us about the "A Peace of My Mind" exhibit at the Stillwater Public Library. The exhibit will be on display through Feb. 6 during library hours. The library will stay open late for a "PEACE party" on Jan. 17 and 24.
- Thanks to Jill for coming to the library on MLK day to open for a meeting.

- From January 8 through February 6, Alan Page and his wife, Diane Sims Page, will be showing African-American art and artifacts from their vast collection – amassed over three decades-at the Hennepin County Library-Minneapolis Central in an exhibit titled “Testify: Americana From Slavery to Today.”

FOUNDATION FOR BPL REPORT:

- Foundation board members are meeting on January 22.
- Donations are coming in, including one for \$1000, matched by the employer and the challenge match.

DIRECTOR’S REPORT:

- As submitted (see attached)
- Additional comments:
 - Parents have been appreciative of the new hours.
 - The hours were wrong on a Google search; Jill took care of it.
 - Bayport cohosted a table at Da Vinci Fest with the Stillwater Public Library. They were busy the whole day up to 5:00, talking to 200 people.
 - Jill is going to get a tablecloth and stand-up sign for events in the community.
 - Minnesotans made more than 24 million visits to public libraries in 2016, which is more people than went to Disney World.
 - Jill is going to ask the Foundation to pay for travel costs to the PLA conference in March.
 - Sara wondered if we want to do something with “Essays on race” as we’d talked about. Sara is happy to talk to Amy/Jill about this.

STRATEGIC PLAN:

Next steps for Strategic Plan

- Jill presented a draft for the 2018-2020 Strategic Plan.
- The next step is to put it together-“make it pretty”-to share with the community for feedback.
- How do we get people to show up for feedback? We could have prizes, such as a Kindle, an Echo Dot, and books. We could also provide refreshments.
- How do we get the information about the public forums out to the public? It can be included in the library newsletter, the city newsletter, and on the Next Door website.
- Target plan for public forums: March 5, 6:00-8:00, March 8, 4:00-7:00, March 10, 10:00-12:00.

COMMITTEE REPORTS:

- The Facility committee didn’t meet, but want to meet. Jill will send out an email.

COUNCIL REP REPORT: Rep absent.

BUSINESS:

OLD

- **Exam Proctoring Policy:** Sara W. made a motion to accept the Exam Proctoring Policy as discussed at December meeting. Second by Erin C. Motion carried.

NEW

- **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.

Sara W. made a motion to approve the slate of officers, second by Pam J. Motion carried.

- **Appoint Committees:**
 - **Finance:** Pam J. and Mary O.
 - **Facilities:** Sara W. and Erin C.
 - **Technology:** Linda W. and Mary O.
 - **PR:** Sara W. and additional community member and possibly someone from the foundation.
- **Set 2018 meeting schedule:** The third Tuesday of the month at 6:00 PM, except March (Spring break), November (Thanksgiving week).
 - February 20, March 27, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 27, December 18.
 - Movement may occur in the future with proper posting.
- **Policy on Financial Resources and Donations:** We will do approval next month.
- **Customer Service Policy:** This is really a procedure, not a policy, so has been rewritten as Customer Service Expectations.
- **Declare official newspaper:** Motion by Sara W. to declare the Stillwater Gazette as our official newspaper, second by Erin C. Motion carried.

ADJOURN: There being no other business, Sara W. made a motion to adjourn at 7:35, second by Pam J. Motion carried. Meeting adjourned.

Next meeting: February 20 @ 6:00 PM.

Director's Report for January 2018

New Hours

So far, the foot traffic on Wednesday and Thursday mornings has been slow. We had 7, 14, 5 and 11 between 10-12 on the mornings we have been open. I think the numbers will increase as the weather gets better and word gets out.

Programming

Noon Year's Eve was another great success! We had 28 children, along with parents and grandparents. Considering how cold it was, I was very happy with how many people came to the library. 52 items were checked out that day. We will definitely plan to continue the tradition for 2018! Thanks to Sara for helping out!

We had good groups for both of our Winter Break Movies, 35 for Leap! and 29 for Cars 3.

We have 4 children signed up for Reading with Sochi on Wednesday. I'm excited to start reading with dogs again!

This week, we are also having another painting class for kids on Thursday, January 18, and we are having another stuffed animal sleepover on January 26 – 27.

Website/Facebook

Website use stayed steady at about 18 users a day visiting the site. Mobile devices and tablets are used for 39% of visits. We had visitors from China, Pakistan and Brazil.

Facebook Summary: We have 311 likes (up 4 since last month); over the past 28 days, we have reached 307 people, down 21% from last month, with 60 post engagements, down 60% from last month.

Other

Attending a webinar for the state annual report, the state shared this amazing statistic: in 2016, Minnesotans made more than 24 million visits to public libraries and checked out more than 50.5 million items! Libraries are still very relevant to many people in our communities!

I have registered to attend the Public Library Association conference from March 20 – March 24 in Philadelphia. I will be sharing a hotel room with the youth services manager from the Stillwater Library, so that will help reduce costs.