

BAYPORT PUBLIC LIBRARY BOARD MINUTES: September 19, 2017

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

ABSENT: Connie Carlson (Council Rep)

GUESTS: None

DIRECTOR'S ANNUAL EVALUATION: The board met at 5:00 PM, in closed session without the director present, to complete the director's annual evaluation. Feedback was discussed and noted by board members. Jill then joined the board to discuss the evaluation, which was completed in a Word document.

CALL TO ORDER: The regular board meeting was called to order by Sara W. at 6:30 PM

PETITIONS TO CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Motion to adopt agenda by Erin C., 2nd by Sara W. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills:

- **302 Contract Services:** Should we look at our cleaning services again? Current monthly cost for Sharon Sippel is \$1,875. The quote from the firm the city uses was \$1,000, but that was 1 ½ years ago. Jill will talk to Adam.
- **433 Dues & Membership:** The \$200 is for annual dues for Jill for Minnesota Library Association.

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

Receipts

- **36220 Rental Income:** \$420 invoiced and \$550 booked.

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

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

PRESIDENT'S REPORT: The book sale at Derby Days made \$590. Also, how can we get more publicity for Jill, making people aware of all the things she is doing, not only in the library, but in the community-like story time at the State Capitol and on the trolley, etc. Possible ideas--a radio program, the Gazette, e-newsletter?

FOUNDATION FOR BPL REPORT:

- Next meeting is in October.
- The Foundation is not doing any authors, because bookstores can do them for free and the Valley Bookseller has a lot of them.
- They are meeting with someone to get ideas.

DIRECTOR'S REPORT:

- As submitted (see attached), including attached report for final numbers for participation in the Summer Reading Program.
- Additional comments:
 - The September Lunch and Learn Event for the Greater Stillwater Chamber of Commerce is being held in our meeting room. Chris Eng is the speaker.
 - Jill will put the e-newsletter on the website, archived.

STRATEGIC PLAN: Deep dive at our next meeting.

COMMITTEE REPORTS:

- None met

COUNCIL REP REPORT: Rep not present.

BUSINESS:

OLD

- **Review Bylaws**
 - City has version we have, nothing older.
 - Jill will send out an updated version that tracks changes; we will go over at October meeting.
- **2018 Budget**
 - Jill met with Adam, went through budget again and made a few changes, mostly in salaries.
 - She asked for more money for 2019; the mayor seemed to be in favor.
 - Is library maintenance part of city budget? Have to check.
 - City help with proposals, too?

NEW

- **Salary step increase for director:** A motion by Sara W. and second by Erin C. to approve an eligible step increase for the Library Director position, at Grade 9 Step 4 (\$75,126.16) in the City of Bayport's 2017 Equity plan, effective 9/25/17. Roll call vote: Crowder-aye, Johnson-absent, Ostertag-aye, Wagner-aye, Walters-aye. Motion carried.
- **Policy on Access to Materials:** We will review changes/approve at the next meeting.

ADJOURN: There being no other business, Sara W. made a motion to adjourn, second by Linda W. Motion carried. Meeting adjourned.

Next meeting: October 17 @ 6:00 PM.

**Director's Report for September 2017
Programming**

Please see the attached report for the final numbers for participation in the Summer Reading Program. Programs were well attended! Circulation for juvenile materials also increased significantly from last year.

Fall programming has begun. We had 35 people attend the Flamenco guitar program, and it was very well received and highly rated by patrons.

Upcoming programs:

Sing a Storytime with the Minnesota Opera – Tuesday, September 19 at 10:30 am

Painting for Kids with Paint Sip Nosh – Thursday, September 21 at 3:30 pm

Stuffed Animal Sleepover – Friday/Saturday, October 13 and 14

Teen Escape Room – Friday, October 20 at 5:00 pm

Snake Discovery – Saturday, October 14 at 1:00 pm

Spooky Basement – Tuesday, October 31, 4:00 pm – 6:00 pm

Community

School visits have begun. All kindergarten, first and second grade classes are visiting the Library weekly.

Angie Petrie, the youth services manager at Stillwater Library, and I met with youth program coordinators with Stillwater Community Education. We are exploring a partnership to serve students in their school age care program next summer to connect them with the Library's Summer Reading Program.

We are hosting the September Lunch and Learn Event for the Greater Stillwater Chamber of Commerce on Wednesday, September 27.

With Sara's assistance, I sent out the first issue of the new Bayport Library Log e-newsletter for September. Response from our small number of subscribers was positive. Please sign up at bayportlibrary.org!

Website/Facebook

Website remained at about 20 users a day visiting the site. Hours and locations and events are still the most visited pages.

Facebook Summary: We have 294 likes (up 3 since last month); over the past 28 days, we have reached 1200 people, up 43% from last month, with 82 post engagements, up 34% from last month. \