

BAYPORT PUBLIC LIBRARY BOARD MINUTES: September 18, 2018

PRESENT: Sara Wagner, Erin Crowder, Jill Smith, Mary Ostertag, Pam Johnson, Connie Carlson

ABSENT: Linda Walters

GUESTS: None

CALL TO ORDER: Meeting called to order by Sara W. at 5:35 PM

PETITIONS TO CHAIR/VISITORS: None

ADOPTION/AMENDMENT TO THE AGENDA: Motion to accept the agenda by Sara W., second by Mary O. Motion carried.

APPROVAL OF BILLS & RECEIPTS:

Bills: Nothing out of the ordinary.

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

Receipts

- **36220 Rental Income:** \$170 in rental income, \$1,225 has been invoiced and \$875 in bookings.

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

APPROVAL OF MINUTES: Motion to approve August minutes by Sara W. Second by Erin C. Motion carried.

PRESIDENT'S REPORT: Suggestions, thoughts, questions Sara shared:

- The lawn is looking greener.
- Siegfried? Jill called, no response, will call again.
- Gutters? Berwald recommends copper (2017 bid was \$5,805). Jill will send an email that we can respond to for a roll call vote.
- Sara sent a thank you to Andersen for the grant.
- Movie night-Mr. Rogers is out, Jill is checking on RBG, Jane Goodall movie?
- Susie is working with transition students at the high school-going to do outside checks of our grounds.

FOUNDATION FOR BPL REPORT:

- Made \$535 from the book sale, which also made a good dent on the books!
- Meeting with foundation from Stillwater about Susie: Stillwater is writing a grant from Andersen to fund Susie for another three years; our foundation funds our part.
- Next meeting is October 22nd at the library.

DIRECTOR'S REPORT:

- As submitted (see attached)
- Additional comments:
 - In addition to the installation of the new computers the week of October 1, wireless will be extended upstairs and software installed.
 - The magician was very good with the kiddos!
 - Kindergarten, 1st and 2nd grade are coming to the library.
 - There is interest in the new adult book club, Belle Canto, next Monday.
 - There will be some activities the week of MEA.
 - October 8 will be trick-or-treat day at the Farmers Market.
 - One nature backpack was checked out.

STRATEGIC PLAN: Update on progress:

Excerpts from the Strategic Plan 2018-2020/2018 Workplan:

Italics=progress/Bold italics=notes from board meeting

2018 Workplan

Space:

Priorities for 2018 are developing a plan for improving library space and for creating a viable plan for building maintenance going forward.

Maintain a safe, accessible, welcoming and flexible library space for Bayport resident ***Jill and Sara going to LJ design institute.***

- Work with a consultant/architect to create a plan to update first floor space

About 9,000 square feet; Stillwater had two firms they worked with.

- Secure support and funding to make necessary changes

Create a long-term plan for building maintenance needs in conjunction with the city
Increase use of upstairs meeting space by community groups

- Create promotional materials to market space
- Explore online booking options
 - *Staff will begin using online booking 1/1/19; will also add a reservation form to the website at that time*

Calendar that shows when booked already.

Organize and maintain the basement as storage for the library and the city

Document imaging system; documents scanned, then shredded

- Utilize volunteers to assist in clean up

Transitions group maybe help with organizing and cleaning.

Utilize space in the community, for example, city parks, to expand access to the library

- Plan 2 programs outside library space
 - *Summer Reading kickoff and concert at Lakeside Park*
 - *Program at Kids Day at the Farmer's Market in July*
 - *Kids Medallion hunt at library for Derby Days*

- *Planning astronomy program for Feb 2019 at Barker's Alps*

Resources:

Priorities for 2018 are developing a technology plan with Washington County Information Technology to plan for future needs and to focus on staff training.

Programs

Provide a diverse array of programming for residents of all ages, from traditional programs like storytime to more experimental programs that bring arts to our community and celebrate its history

- Continue to have an annual plan for programming
- Implement at least two program ideas suggested at forums
 - *Adult book club in September*
- Streamline marketing practices for program promotion

Staff

Provide training for staff to provide an excellent customer experience for all patrons

- Provide 4 hours of training for part time clerical staff
 - *Homelessness training with State Library Services online*
 - *Customer service training from Chamber in October (2 hours)*

Dementia training? Jill will look into it.

Plan for staff transitions in the next 3-5 years

- Start researching options for changing staff roles

Two staff thinking of retiring next year.

- *Started working with city to establish salary scale, explore the possibility of benefits for a part-time person*

Initial conversations with city about sharing custodian/cleaning with city buildings

Make sure preparing ourselves for the future: self-checkout=60%, do more with programming.

Technology

Provide patrons with up-to-date technology to complete digital tasks

- Complete service agreement with Washington County to bring our systems up-to-date for now and the future
 - *Update agreement complete and work to be finished by 10/31/2018*
 - *Still need ongoing service agreement*

Provide access and training for the latest library electronic resources, like eBooks, downloadable audiobooks and other library databases

- Offer training on library resources to the community
 - *Provided on the spot training at Night to Unite/WBB meeting*

Instead of class-better to have one-on-one

Connections:

The priority for 2018 is to stay involved in the community and to increase the visibility of the Foundation and ways for patrons to contribute to the Library's success in the future.

Community

Be present and visible in the community as a gathering space

- Host at least one Chamber event per year
 - *Hosted coffee in August*

Again in February

- Offer a "Lunch with the Librarian" or similar type program

Cookies once a month and introduce new books

COMMITTEE REPORTS: None met. Facilities committee will meet again before October meeting.

COUNCIL REP REPORT

- Mayor and two council seats are open for November election.
- The budget went through.

BUSINESS:

OLD

- **Washington County IT agreement/update:**
 - Proceeding with work.
 - Still haven't gotten ongoing service agreement..
- **2019 Preliminary Budget:** Approved.
- **Volunteer Policy:** Motion made by Pam J. to approve Volunteer Policy that we reviewed at the last meeting. Second by Erin C. Motion approved.

NEW

- **Step Increase for Library Director:** A motion by Sara W. and second by Pam J. to approve an eligible step increase for the Library Director position, at Grade 9 Step 5 (\$80,663.33) in the City of Bayport's 2018 Equity Plan, effective 9/24/18.
Roll call vote: Crowder-aye, Johnson-aye, Ostertag-aye, Wagner-aye, Walters-absent
Motion carried.
- **Planning for Annual Evaluation of Library Director:**
 - Sara will send the evaluation to Jill.
 - Jill will complete and email to the board by October 9 for review.
 - Closed meeting on October 16 at 5:00 (with pizza) for annual evaluation.

ADJOURN: There being no other business, Sara W. made a motion to adjourn. Second by Erin C. Meeting adjourned.

Next meeting: October 16 @ 6:00 PM at library, following the closed library director evaluation meeting.

Director's Report for September

2019 Budget

The preliminary budget for 2019 has been approved by the City Council, with a \$10,000 increase in the library levy. The final budget will be approved in December.

IT Update

Preliminary IT work is scheduled for this week. The new computers should be installed the week of October 1.

Programming

We had a small but fun group of 21 for the performance by Magician Michael Madden on Saturday, September 8. The kid's medallion hunt was very successful, with 35 kids hunting, and the library full of parents and relatives as well. The medallion was found rather quickly – while I'd like to do something similar again, I will make some simple changes to make it more fun for all of the participants. I am thinking of doing another hunt with our Noon Year's Eve celebration, and one with our Summer Reading Kickoff. The book sale is still going on, the Foundation has made close to \$500 so far.

Upcoming events in September are the new Book Club on September 24 at 6:00 pm and the painting class on September 25 at 3:30 pm. Events scheduled for October are the Schiffelly Puppets on Saturday, October 6 at 1:00 pm, the Mobile Sign Shop on Saturday, October 13 at noon, and the Spooky Basement on October 31 from 5:00 pm – 8:00 pm.

Website/Facebook

Website dropped slightly to about 19 users a day visiting the site. The majority of our visits focus on our front page, which I believe indicates they are searching the catalog or checking their account. We did receive a lot of interest in our post about the used book sale in the last week. About two thirds (65.2%) of the visitors over the last month are returning visitors.

Facebook Summary: We have 360 likes (up 4 since last month); over the past 28 days, we have reached 1048 people, down 17% from last month, with 232 post engagements, down 50% from last month. We have 4 new page followers this month. Our most successful post was the post shared about the Karin Slaughter event at the Woodbury Library.