

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
FEBRUARY 11, 2008
4:30 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the City Council workshop meeting of February 11, 2008 to order at 4:30 p.m.

ROLL CALL

Members Present: Mayor Jon Nowaczek, Councilmembers Connie Carlson (arrived 4:40 p.m.), Dan Johnson, Torry Kraftson, and Sharon Ridgway

Members Absent: None

Others Present: Administrator Mike McGuire, Assistant City Administrator Sara Taylor, Library Director Kathy MacDonald, Library Board President Joe Reding, Library Board members Beth Hogberg, Mary Goulette and Mary-Clare Holst; Fire Chief Mike Bell, Public Works Supervisor Mel Horak

Mayor Nowaczek stated the purpose of this City Council workshop was to learn about the operations, challenges and strategies of the Bayport Public Library, as well as discuss priorities and resources.

Bayport Public Library operational review: Library Director MacDonald reviewed the informational items provided to the City Council prior to the workshop, including the history, mission statement, library board members, and staffing. She indicated there was a recent reduction in hours for one library clerk due to budget concerns and a decrease in library usage. The usage and service for 2007 was reviewed in detail. It was noted the library will be hosting a Spring Author's Luncheon, with William Kent Krueger, on April 5, 2008. The library's entire collection of materials is valued at approximately \$689,000.00. Circulation statistics were reviewed, noting that the information provided by the county is not accurate, due to the parameters used in gathering the data. She indicated she would determine if Washington County uses these statistics for fees assessed to the Bayport library; however, she stated she is comfortable with the fee process utilized between the county and the library. The meeting room policy, that was revised three years ago, was reviewed. Nonprofit organizations can use the meetings rooms at no charge during regular library hours. Lack of available parking was noted as a challenge. A strategic long-range plan was finalized in October 2007. The action steps for the first year were reviewed and discussed.

Joe Reding reported that the library board is responsible for the operations and strategic direction of the library. The goal of the library foundation board is to enhance the library's resources and services through grants, gifts and bequests. He explained the library must receive more than 50% of its funding from the government to retain its public status and be a part of Metropolitan Library Service Agency (MELSA). The library foundation is set up as a nonprofit organization and the goal is to steer library donations to the foundation. Discussion followed on current staffing levels, noting that the decision was made to suspend the full-time assistant librarian position due to budgetary concerns. Director MacDonald indicated having a clerical assistant would be beneficial. Discussion followed on the foundation's efforts to seek alternative funding sources to make up for a decrease in grants. Mayor Nowaczek noted this year the city increased its support of the library and may need to continue

additional that funding next year. The library continues to receive annual operational grant support from the Fred C. and Katherine B. Andersen Foundation (\$56,000.00). The Andersen Corporate Foundation grant request for \$45,000.00 was received; however the library was notified that it would be a matching fund grant this year. The foundation board's bylaws were recently changed to allow membership from non-Bayport residents, recognizing that the usage area is not the same as the taxation area. The benefit of having people serve on both the library board and foundation board was noted. Currently, Joe Reding serves on both boards. It was noted that the foundation board will now be known as The Foundation for the Bayport Public Library. It meets bimonthly and meetings are currently not open to the public.

Director MacDonald and Mr. Reding expressed their thanks for the city's financial contribution and the interest and support of the City Council in serving as liaisons to the library board. Mayor Nowaczek requested that library staff and board members let the City Council know of ways they can support the library. The next meeting of the library board is scheduled for February 28, 2008, 6:00 p.m., at the library, and is open to the public.

Discuss future city projects and use of special city funds: Administrator McGuire gave an overview of the special city fund balances and potential projects and/or acquisitions the city could pursue with the use of these funds. He also reviewed projects and acquisitions that are included in the city's CIP for 2008-2012. Discussion followed on use of special fund balances and it was recommended the City Council prioritize potential projects/acquisitions for review at the next workshop, scheduled for March 10, 2008.

ADJOURNMENT

It was moved by Councilmember Kraftson and seconded by Councilmember Ridgway to adjourn the workshop at 6:18 p.m.