



**ATTENDANCE INFORMATION FOR THE PUBLIC**

Members of the public who wished to attend could do so in-person, by calling 1-312-626-6799 and entering **meeting ID 862 5221 5747** and **passcode 039390**, or by Zoom at <https://us02web.zoom.us/j/86252215747> at the scheduled meeting time. For questions, please call the library at 763-706-3690.

**NOTICE THAT THIS MEETING INCLUDED PARTICIPATION BY INTERACTIVE TECHNOLOGY**

This meeting pursuant to Minn. Stat. § 13D.02 included a Library Board member participating via interactive technology. The location of the member participating interactively was open and accessible to the public. The location was Westchester Public Library-Thomas Branch (200 W. Indiana Ave, Chesterton, IN 46304).

**The meeting was called to order in the Library Community Room by Chair Tricia Conway at 5:30pm.**

**Members physically present:** Tricia Conway; Teresa Eisenbise; Gerri Moeller; Rachelle Waldon; Nick Novitsky (Council Liaison). **Members remotely present:** Carrie Mesrobian. **Members Absent:** N/A. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary); Kelli Bourgeois (City Manager); Sara Ion (City Clerk). **Public physically/remotely present:** N/A.

- 1. Introduction of Rachelle Waldon:** The newest Board Member has lived in Columbia Heights for six years and likes the small town feel with big city access and resources. She is a librarian at North Central University in downtown Minneapolis.
- 2. 2022 Library Board Membership Information and Orientation:** Included in the packet was an Orientation PowerPoint presentation which members could review. Sara Ion clarified aspects of Open Meeting Law, including scenarios which could create potential violations. Sara is the resource for meeting and governance information.
- 3. Oath of Office:** Rachelle and Sara agreed to complete the Oath of Office after meeting's conclusion and Carrie will complete it in future.
- 4. Election of Officers:** Will now occur annually at the April meeting. Tricia announced her resignation from the Board to pursue an out-of-state job opportunity and then nominated Teresa Eisenbise as Board Chair. Gerri Moeller was nominated as Vice-Chair; both members accepted the nominations. Tricia made a **MOTION to elect Teresa Eisenbise as Board Chair, and Gerri Moeller as Vice-Chair; it was seconded, and unanimously approved via roll-call vote.**
- 5. The Minutes of the March 2, 2022, Board Meeting were moved and unanimously approved via roll-call vote.**
- 6. Operating Budget Review:** Three months into the year and 19.7% of the budget is encumbered.
  - a. Supply Chain:** Has the Library experienced any disruptions? In the latter part of 2021, there was an above-average amount of back-ordered materials (books); but supply chain disruptions have not impacted Library operations.

**Community Forum:** Opportunity for public input; **no correspondence, and no public in attendance at this meeting.**

**Old Business:**

- 7. Strategic Planning:** The City's **Community Survey** has been completed. Anoka County Library recently worked on a **diversity audit of its print collection** and is working with Wilder Research to conduct a **Community Needs Assessment and Strategic Planning Process** over the next few months. MELSA will be conducting a metro-wide **Community Technology Survey**. Findings from these assessments could contribute to Columbia Heights Library's strategic planning, and the Board agreed it could wait until we have results. In the meantime, Kelli Bourgeois will be speaking with Phil Kern about conducting a planning process with the City Council and will connect him with Renee to explore whether he could facilitate a planning session with the Library Board this fall. Additionally, Renee will consult staff to pinpoint 2-3 priority initiatives and will share them with the Board during summer meetings. Nick Novitsky has spoken with Anoka County CareerForce and ISD-13 about ways to collaborate on ways to bring their services (job search services and homework help tutoring) into the library; there will be more discussions in the future. Nick also attended the last Friends of the Library meeting.

## New Business:

8. **Approve MN Public Libraries Annual Report:** The report was submitted to the Department of Education at the end of March but requires Board review and approval. Renee shared some key data from the report (which can be viewed in the meeting packet). After reviewing the Report, the Board made a **MOTION to approve the 2021 Minnesota Public Library Annual Report as submitted; it was seconded, and unanimously approved via roll-call vote.**
  - a. A section of the Annual Report lists Policies and Plans including Disaster, Records Retention, Building Accessibility, and Technology. The Board inquired whether revisions of these plans were their responsibility?
    - i. The Disaster Plan has been reviewed more recently than reported all City buildings by the Public Safety Department. This will be noted in future reports.
    - ii. The City follows the general records retention schedule for Minnesota cities.
    - iii. Building Accessibility was addressed in planning for the Central Avenue building so 2016 should be considered the most recent update.
    - iv. The Technology Plan is broadly covered by the City IT Department; The 2011 library plan created with Anoka County Library has not been updated.
9. **City Survey:** The City of Columbia Heights hired the Morris Leatherman Survey Company to conduct a scientific survey of residents regarding public services, facilities, utilities, events, and other topics. The surveyors spoke with a random sample of four hundred residents over three weeks in February 2022. Results were received in early March and have a +/- 5% margin of error. In addition to the scientific survey, an online survey was also created for any resident who wished to participate, available on the City website. Renee summarized some of the results and encouraged the Board to review Peter Leatherman's Council presentation and survey results. ([https://www.columbiaheightsmn.gov/departments/city\\_manager\\_administration/public\\_survey\\_results.php](https://www.columbiaheightsmn.gov/departments/city_manager_administration/public_survey_results.php)).
10. **Director's Update:** Operational reports, general updates, event reminders, and items from the floor.
  - a. **February Operational Reports:** For Your Information.
  - b. Gerri made a **MOTION to acknowledge ten years of work and dedication by Tricia Conway on the planning groups that made the new library possible and on the Library Board**; the Board seconded and unanimously agreed. Tricia expressed thanks, acknowledged how much the Library meant to her, and her desire to continue hearing of its success!
  - c. **Library Programs:**
    - i. Coding Club has just re-started and is full.
    - ii. A series of financial literacy classes presented by Northeast State Bank will be held in April with "Finance Basics" on the April 4th, "Financial Planning and Saving" on the 11th, and "Managing Credit and Debt" on the 25th.

There being no further business, a motion to adjourn was made and seconded at 6:45 pm and the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees