



**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
3939 Central Ave NE, Columbia Heights, MN 55421  
**BOARD OF TRUSTEES: MEETING MINUTES**  
Wednesday, August 2<sup>nd</sup>, 2023

Approved  
9/6/2023

**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.

The meeting was called to order in the Library Community Room by Gerri Moeller at 5:30pm.

**Members physically present:** Gerri Moeller; Carrie Mesrobian; Chris Polley; Rachelle Waldon; Melanie Magidow; Justice Spriggs (Council Liaison). **Members remotely present:** N/A. **Members absent:** N/A. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Board Secretary). **Public present:** N/A.

1. Amended **Agenda** to include a discussion of the Rochester Library Wellness Corner (#7): it was **moved and approved**.
2. The **Minutes** of the **June 7, 2023**, Board Meeting were **moved and approved**.
3. **Review 2023 Operating Budget:** 58% of the year and 53.7% of the budget encumbered; no concerns raised.
  - a. **41050:** The retirement of Kelly Olsen necessitated payouts for accrued vacation and sick leave.
  - b. **42183:** E-book expenses through Anoka County Library were higher than anticipated; Columbia Heights accounted for ~4.3% of their 756,338 e-checkouts.
  - c. **44020:** Boiler replacement costs will be covered through the capital equipment replacement fund, so the purchase order for repair currently encumbering this line will be removed/

**Community Forum:** Opportunity for public input. No correspondence or members of the public in attendance.

**Old Business:**

4. **Staffing Update (Library Supervisor):** This position was previously posted; after the interviews, offers were made. Each candidate either declined or didn't respond. Renee will discuss the situation with HR soon to determine what to do.
5. **Staffing Update (Library Associate):** Kelly Olsen retired June 2. 89 people applied, 70 responded to a supplemental screening survey. Of the 39 qualified applicants, 5 were interviewed. An offer was made and accepted. We congratulate Farrah Brist on her appointment as new Library Associate, anticipating an August 14<sup>th</sup> start date!
6. **2022 State Annual Report Inquiry:** expenditures exceeded revenues in 2022 so Renee submitted an explanatory note.

**New Business:**

7. **Rochester Wellness Center:** Rochester Public Library had a Public Health Wellness Corner program which they are currently relaunching with a more focused mission; is this something CHPL should attempt? After discussion, the Board was concerned that a center would be outside the scope of the Library's mission and require too much staff time and training. If community organizations were to offer these services at the Library, it may be feasible in the future. The library currently distributes free food when grant programs allow, hosts homeless outreach social workers twice each week, and hosts the Anoka County Law Librarian for walk-in appointments once a month. The Board felt like we already offer a lot of services that are underutilized, and it may be a promotional problem (that people are generally unaware of them.) One main point was that the CHPL could use a dedicated website, rather than being buried within the City's website or a footnote on the Anoka County Library website.
8. **Council Action (HVAC Repair and 2023 Budget Amendment):** On July 10, 2023, the City Council adopted

Resolution 2023-42, being a resolution amending the budget and authorizing replacement of the heat exchangers and payment to Modern Heating and Air in the amount of \$17,800 from Fund 411.45500.4020 for the repair of the boiler #2 located at the library.

9. **Proposed 2024 Budget:** Included in the meeting packet, this document is still a working document and subject to change. The Board would really like us to consider adding more staff/staffing hours in the next budget year.
10. **Outreach Event (Pride Fest):** Due to the current understaffing situation, the Library cannot cover the building and an off-site table at this event, but would like to participate. Members of the Board (Chris, Gerri, and maybe Rochelle) said they would be interested in representing the Library at Pride Fest at Kordiak Park (Sat, September 23, 10am-4pm). We will send follow-up information.
11. **21<sup>st</sup> Century Community Learning Centers Grant:** The 3-year grant period has ended. The Columbia Heights Recreation Department, Library and School District re-applied for the next grant cycle, but were not chosen. Renee suggested requesting funding from the Library Foundation so we can continue hosting similar STEAM-related youth programming. We would discontinue Saturday youth programs (due to poor registration and attendance), and maintain a regular Tuesday program, and programs on school recess days.
12. **Sora E-Book Access for the Columbia Heights School District:** Columbia Heights School District signed on to access the MELSA: Twin Cities Metro eLibrary via Public Library Connect (PLC). PLC allows students to borrow age-appropriate eBooks and eAudiobooks from local public library digital collections via the Sora app (the school version of Libby) on their school devices! This is a free program from OverDrive for schools and puts control of digital content in the schools' hands. The Library Board was very supportive and excited to hear about this progress; hoping we can eventually extend to all students in the district.

### Director's Update:

13. **May & June Board Report:** Provided as an FYI; visitors and services are feeling more pre-pandemic again.
14. **From the Floor:**
  - a. **Volunteer Recognition:** Honoring of volunteers will occur at a Council Meeting later this month.
  - b. **Next Meeting:** Continued discussion and ideas on Board Outreach to local community groups; Library Promotion (communications, services, materials); Future opportunities for collaboration/special events (i.e. more book sales, puzzle contests).

There being no further business, a motion to adjourn was made and seconded at 6:30 pm; the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees