



COLUMBIA HEIGHTS PUBLIC LIBRARY
3939 Central Ave NE, Columbia Heights, MN 55421
LIBRARY BOARD: MEETING MINUTES
Wednesday, August 3rd, 2022

Approved
9/7/2022

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 Chair Teresa Eisenbise at 5:30pm.

Members physically present: Teresa Eisenbise; Carrie Mesrobian; Rachelle Waldon; Chris Polley; Nick Novitsky (Council Liaison). **Members remotely present:** N/A. **Members absent:** Gerri Moeller. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary). **Public physically/remotely present:** Dan Spriggs.

1. **Review/Approve Minutes from July 6, 2022, Library Board Meeting: Moved and approved.**
2. **Review Operating Budget:** 7 months (~58%) into the year and 54% of the budget spent.
 - a. **Volunteer Recognition (44375):** Pre-pandemic there was a small celebration for Volunteers and families at the end of summer; teens were also recognized by the City Council at a regular meeting. Adult volunteers were given a small gift in recognition of their work. This year, now that volunteers are back, staff will determine how to appropriately applaud the efforts and service of dedicated volunteers.

COMMUNITY FORUM: Opportunity for public input. **No comments or concerns submitted this month.**

OLD BUSINESS:

3. **Update on Proposed 2023 Budget:** Renee met with the Finance Director and City Manager. Computer Software will be getting its own budget line going forward; in the past it was rolled into 43050 (Expert & Professional Services), but it will now be in line 44030 (Software and Software Subscriptions). Another new line, 45180 (Other Equipment) will be used to refresh or replace building fixtures and furniture. In 2023, a transfer from the donation accounts will be used to fund 45180 expenditures rather than depending on the tax levy which will be set at a consistent rate across city departments and funds.

NEW BUSINESS:

4. **Auto-Renewal of Eligible Material:** At the last meeting of the ACL Library Board, they unanimously voted to adopt auto-renewal of Library material no later than January 1st, 2023 (earlier, if implementation and testing would allow); this means eligible, checked out material would automatically renew up to 4 times without patron intervention. Eligibility would require that:
 - a. There are no current requests (holds) on the item(s);
 - b. The item has remaining renewals available (4 maximum);
 - c. The patron is in good standing (not expired, and under the \$10 fine threshold);
 - d. The item is eligible for renewal (Inter-Library Loans are limited to one 3-week check-out period; eBooks, eMagazines and eAudiobooks cannot be renewed).

The pros and cons of the change were discussed:

- a. **Pros:** CHPL renewal policy would stay in-line with Anoka County Library's policy (Hennepin County Libraries also has auto-renewal); it's less stress and more convenient for patrons (they would receive a notification of which items renewed and which need to be returned); increased circulation.
- b. **Cons:** Potentially less items on the library shelves for browsing; longer check-out times (a maximum of 15 weeks;) potential of more time for the patrons to lose track of items (although they will get a notification using their desired method each time renewals occur); potential delay in accounts with lost items being sent to collection agency.

Although all Board Members in attendance were in support of enabling auto-renewal, it was tabled until the next meeting so Renee can gather more information from Anoka County Library on the specifics of their approach and determine if the ILS system would allow CHPL to opt out of auto-renewal.

DIRECTOR'S UPDATE: Operational reports, general updates, event reminders, and items from the floor.

5. June Board Report: For Your Information.

- a. **EveyMeal Program** (bag with 4-5 pounds of food) is being distributed through early September; grant funded so there is no cost to the library. Demand so far has been high, so we anticipate ordering additional meals and participating in future.
- b. **DNR Park Passes** continue to be popular; the passes were checked out 10 times in July.
- c. Cortni O'Brien (Adult Services Librarian) attended a **Metro HRA Training Session** dealing with applications for Section 8 Housing; for some people the library is the only place to access a computer to apply.
- d. Chris requested that Eliza (Youth Services Librarian) send him alerts on upcoming **youth programs** so he may promote them within the school district and the CHHS newspaper. This was prompted by a discussion on attendance at youth programming events, like "Young Punks: Art of the Patch", which had no attendees.
- e. The library should explore using **Instagram and TikTok** to reach youth who do not use Facebook.

There being no further business, a motion to adjourn was made and seconded at 6:26 pm and the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees