



**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
3939 Central Ave NE, Columbia Heights, MN 55421  
**BOARD OF TRUSTEES: MEETING MINUTES**  
Wednesday, March 2<sup>nd</sup>, 2022

Approved  
4/6/2022

**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 Tricia Conway at 5:33pm.**

**Members physically present:** Tricia Conway; Teresa Eisenbise; Carrie Mesrobian; Christopher 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:** N/A.

1. The **Minutes of the February 2, 2022**, Board Meeting were **moved and unanimously approved**.
2. **Operating Budget Review:** Two months into the year and 11.6% of the budget is encumbered.
  - a. **4400 (Repair & Maintenance: Services):** 48.7% spent due to the annual maintenance contract for our Automated Materials Handler (AMH) being paid upfront.
  - b. **BS&A Finance Software:** The new system has exceeded expectations. Submitting and approving bills has been much more streamlined, and reporting is more comprehensive.

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

**Old Business:**

3. **Strategic Planning:** Board Members were tasked with looking over previous Strategic Planning documents that were included in the February Meeting Packet. Renee solicited feedback from professional staff. Renee asked the Board to define what Strategic Planning means to them, and what data they would like to receive to inform decision-making. The City should have data from the scientific **Community Survey** and an informal online survey. Anoka County Library recently worked on a **diversity audit of its print collection**, and are also working with Wilder Research to conduct a **Community Needs Assessment and Strategic Planning Process**. MELSA will be currently conducting a metro-wide **Community Technology Survey**. All these data sources could contribute to our Strategic Planning process. Topics discussed tonight (based on previous SP sessions) are as follows:
  - a. **Workforce Development:** Potential partners: Anoka County CareerForce, Open-To-Business, Metro North Metro Adult Basic Education Center. Library computer technology for self-service job searching.
  - b. **Technology:** Consider community needs, inequality in internet access, emerging technologies, and the increase of government, work and retail interactions occurring online. Teresa asked about discounts or grants.
  - c. **Art:** programs/exhibitions/installations. The board indicated that art installations may be lower priority unless there is substantial outside investment.
  - d. **Communication/Outreach:** Need a proactive PR strategy through various channels, with help of the City Communications department. Determine how to reach non/ex users and promote library's value to all.
  - e. **Education/Homework Help/Tutoring:** Larger library systems have more resources available for these in-person services; we would need a robust volunteer pool to offer tutoring. Chris asked about opportunities to partner with ISD-13, which offers limited tutoring during the school year.
  - f. **Collection/Special Collections:** Continue developing the collection to reflect the overall community. Consider adding special collections like ACL? Promote ILL borrowing (from college, out-state, out-of-state libraries), and the variety of materials available (scholarly articles, media, sheet music, materials unavailable in Anoka County).
  - g. **Physical Library:** Attend to building maintenance and refurbishing damaged furniture and fixtures. Keep

the Library looking good and enhance customer experience in the building.

- h. **Youth Commission:** Partnership opportunities or benefits from the City's newly established Youth Commission.

## **New Business:**

4. **Consider Eliminating the Rental Fee for new DVDs, effective April 1<sup>st</sup>, 2022:** Anoka County's Library Board has voted to make all DVDs free, and CHPL should consider doing the same. Currently, newly released DVDs (less than one year old) have a \$1 rental fee for a three-week checkout. The Board **unanimously approved the following motions:**
  - a. **MOTION:** Eliminate rental fees for all DVDs effective April 1, 2022.
  - b. **MOTION:** Recommend that the City Council amend the City Fee Schedule to reflect the elimination of the rental fee for new DVDs.
5. **Bee Hotels:** Nick Novitsky discussed a pollinator initiative of the Lion's Club which will culminate with the Columbia Heights Jamboree. With the eventual reconstruction of 37<sup>th</sup> Avenue and the addition of trails, the Lions will not be devoting as much time to maintaining the Park on the corner of Stinson/37<sup>th</sup> Avenue. They would like to facilitate a project to add native bee habitat/hotels to city parks and private property. Nick asked for the Library Board's support to create and install a bee house near the stormwater retention pond behind the Library. The Board expressed their approval of the concept. In addition to installations on public land, the Lions will assemble kits for residents to create bee hotels and house to their own yards.
6. **Director's Update:** Operational reports, general updates, event reminders, and items from the floor.
  - a. **January Operational Reports:** Newly condensed format; Renee asked the Board to make comments and suggestions so that staff reports contain relevant and complete information and eliminate any unnecessary data. Tricia suggested adding brief details of building maintenance.
  - b. **Overdue Fine-Free:** Overdue fine elimination is underway. Checkouts happening at Columbia Heights during February 2022 have a new rule that overdue fines will not be applied. Prior to opening on March 1, staff ran a program to erase 29,681 bills totaling \$35,432.65 from the accounts of 6,338 library patrons. Board was reminded that there is no direct correlation between bills generated on patron accounts and actual revenue collected. Action to erase fines did not occur on those accounts in Collections. Starting, March 1, daily reports eliminate any overdue fines from material being returned which was checked-out prior to the implementation of the new check-out rules in February. Fine-free has been featured in the recent City Newsletter.
  - c. **Minnesota Public Library Annual Report:** Due by March 31; will be presented for Board review and approval at the April meeting.
  - d. **2022 Jamboree:** Nick Novitsky mentioned that the Staff/Library Board should start thinking about how to promote the Library in the 2022 Jamboree Booklet. As a City Department, the Library may be eligible for up to a full-page advertisement at potentially no cost. Carrie asked if it would be beneficial to be in the Jamboree parade, preferring not to be on a float, but some alternative way to include/promote the Library during the festivities.

There being no further business, a motion to adjourn was made at 6:50 pm, and seconded; **meeting adjourned.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees