



COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, November 1st, 2023

Approved
12/6/2023

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 5:33pm.

Members physically present: Gerri Moeller; Rachelle Waldon; Melanie Magidow; Carrie Mesrobian; Chris Polley; Connie Buesgens (back-up Council Liaison). **Members remotely present:** N/A. **Members absent:** N/A. **Also present:** Renee Dougherty (Library Director); Elizabeth Ripley (Adult Services Librarian); Nick Olberding (Board Secretary). **Public present:** N/A.

1. The Meeting's **Agenda** was **approved as-is**.
2. New Adult Services Librarian, Elizabeth Ripley, was introduced to the Library Board and vice-versa. Elizabeth received her Master's degree from Simmons College in Boston; has previously worked for East Central Regional Libraries and more recently for the Anoka County Libraries.
3. The **Minutes** of the **October 4th, 2023**, Board Meeting were **moved and approved**.
4. **Review 2023 Operating Budget:** 83.29% of the year and 73.62% of the budget encumbered; no concerns raised.
 - a. **43810 (Electric):** The last two years electricity has been overspent, but could be right on this year.

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

Old Business:

5. **Ongoing Discussion on a Dedicated Library Website:** The Board Members were assigned the task of visiting other library websites and noting ones with the best aesthetic, functionality, and user friendliness. In addition to this they noted what features or items are a must have for a potential CHPL site, and what should be front and center on the homepage.
 - a. Favorite library websites found: Winona, Stillwater, Rochester (both PC/mobile), Duluth, Baraboo (WI), Menasha (WI), Neenah (WI), T.J. Jones (North Central University).
 - b. Items mentioned as being the most important to be front and center on the landing page (homepage) were a Catalog Search, Upcoming Events/Calendar, Banner Announcements (when applicable), "I Want To" Tab (essentially contains frequently clicked items like library card registration, search, hours, etc.), and a carousel cycling through pertinent info/resources/events.
 - c. Other important features to consider: Quick Links (updated in real time), Analytics for staff, Mobile Friendliness (if mobile users need to endlessly scroll to find what they are looking for, they'll likely move on), revamp and update the "About" Page (and review every 1-5 years), and Book Recommendations/Reader's Advisory.
 - d. Renee will have staff express their opinions on what a CHPL website could look like and contain and determine staff roles in ongoing maintenance and updates for the potential website. What questions could be answered on a potential website rather than in-person or over the phone? What information and resources could benefit the Library and the Community?
 - e. What could improve our image and attract more visitors, readers, and users? An institution's web presence strongly influences its perception by potential visitors; some may not even take an organization seriously if they have no website or a subpar or outdated web presence. More discussion to come...

New Business:

6. **Approve 2024 Library Board of Trustees Meeting Dates:** The proposed meeting dates were reviewed and it was unanimously agreed that the July meeting should be cancelled; a dedicated strategic planning session may be scheduled to make up for the cancelled July date. **MOTION: A Motion was made to approve all the 2024 Library Board of Trustees meeting dates, except for the cancellation of the July 3rd meeting date; the motion was seconded and unanimously approved.**
7. **Approve 2024 Library Holiday/Closed Dates:** The anticipated holiday/closed dates for 2024 were presented to the Library Board; all proposed dates are based on Columbia Heights official holidays except for May 16th (off-site staff in-service training day with Anoka County Library staff). Juneteenth (June 19) was added as a City holiday in 2023 (became a MN State holiday in 2023), it is yet unclear if Indigenous Peoples' Day (October 14) will also be added by the City (since it also became a MN State holiday in 2023); also unsure as to whether Good Friday (March 29) will remain or be removed as a city holiday. It was mentioned that the school will be closed on Eid (April 10) for the first time in 2024; it's anticipated that the City/Library will remain open that day, but it could be beneficial for the students who may opt to visit the Library while class is out. If the City makes any changes to 2024 holidays, we will review and amend the closed dates as needed. **MOTION: A motion to approve the 2024 CHPL Holiday/Closed days as proposed was made; it was seconded and unanimously approved.**

Director's Update:

8. **September Board Report:** Provided as an FYI.
9. **From the Floor:**
 - a. **Tiny Art on Display:** The 2023 Tiny Art Show is now on display in the display case through the end of December. These tiny artworks (3"x3") were done by patrons and residents who signed up to receive a kit in September (which were due October 31). Stop by and check it out!
 - b. **ESL Family Nights:** Last week's North Park family night was attended by 95 people and was very successful with some families using the library long after the event ended. It is our hope to host (in partnership with local teachers with assistance from Jen Blake) these for each of the Columbia Heights elementary/middle schools.
 - c. **Next Meeting:** Discussion of a potential Strategic Planning Session to be scheduled.

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

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees