



**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
3939 Central Ave NE, Columbia Heights, MN 55421  
**BOARD OF TRUSTEES: MEETING MINUTES**  
Wednesday, October 5<sup>th</sup>, 2022

Approved  
11/2/2022

**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 Teresa Eisenbise at 5:30pm.**

**Members physically present:** Teresa Eisenbise; Chris Polley; Rachele Waldon; Carrie Mesrobian; 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 September 7, 2022**, Board Meeting were **moved and unanimously approved.**
2. **Review Operating Budget:** 75% into the year and 72% of the budget encumbered.
  - a. **Utility Services (43800):** In 2022 and future years, this new line will show expenditures for budget estimates shown in lines 43820 for water and 43850 for sewer for 2022.
  - b. **E-Books (42183):** \$5,658 over budget (includes e-audiobooks and e-magazines). CHPL contracts with Anoka County Library for access to ebooks rather than purchasing collection items. ACL bills for this access based on patron usage patterns and actual collection expenditures from the previous year, approximately 4.14%. Collection expenditures and patron usage of electronic materials has grown over the last three years. Checkouts of electronic materials account for 19% of Columbia Heights circulation with 81% coming from checkout of physical items.

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

**Old Business: N/A**

**New Business:**

3. **Examination of Community Room Use:** Dougherty provided the Board with data on use in 2021 and 2022. The room was not available for public rental until September 2021. Renee said that she has fielded roughly 30 calls for Community Room use in 2022 but doesn't know why there have only been a handful of reservations. Reasons could include rental fees, lack of availability, policy restrictions on charging admission fees, storing equipment, or having food or alcohol.
  - a. The Board expressed their aversion to charging a fee to local community groups especially book clubs and other literacy-based groups that share the Library's mission.
  - b. The Board observed that several groups already use the room for free (Northeast Business Council, CHPL Foundation).
  - c. Neither Councilmember Novitsky nor the Board was particularly comfortable with groups using the room while the building is closed, which is allowed under current policy.
  - d. Novitsky explained that the City Council has made an exception in the cost of library room rental which is significantly lower than rates for rooms at Murzyn Hall and park shelters.
  - e. Novitsky conveyed that the Park and Rec Commission in partnership with the CH Athletic Boosters, grants fee waivers or scholarship funds to cover the rental costs at Murzyn Hall. Applications are reviewed by the Parks and Rec Commission at regular meetings, allowing them to assess waiving rental fees on a case-by-case basis. Novitsky suggested the Board could investigate a similar process with the CHPL Foundation providing funding.
  - f. The Board will continue discussion at future meetings.

4. **Strategic Planning:** The Board discussed the previous idea of preparing a presentation template for promoting the Library and its services to various types of groups (e.g. school districts, non-profits, community groups, PTA, etc). This would help guide any one of them to advocate and promote the library when the opportunity arises. Dougherty will gather information to help put this presentation together, starting with a PowerPoint used for building tours. Novitsky mentioned that Will Rottler has lists and contact info for local community groups nonprofits, and churches.
5. **Director's Update:** Operational reports, general updates, event reminders, and items from the floor.
  - a. **August Operational Report**
  - b. Board commented positively on increasing visits, circulation, and computer usage.
  - c. The Board expressed regret that Library staff has had to deal with multiple drunk and/or disorderly patrons verbally harassing them, which also required police calls. The Board is very appreciative of the staff for enduring this and being patient with the public and are concerned with staff mental health.
  - d. **Library Programs:**
    - i. Doug Ohman's next *Minnesota From the Road* presentation is November 5<sup>th</sup>.
    - ii. The Library hosted a Careerforce resume workshop, but registered people did not attend. Another workshop will be offered October 18<sup>th</sup> at 1pm. Polley would have promoted to seniors at the high school, but it is during the school day.
    - iii. Mental Health Awareness Workshop is Monday, October 10<sup>th</sup>.

There being no further business, a motion to adjourn was made and seconded at 6:42 pm and the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees