



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 5:36pm.

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

1. The **Minutes of the October 5, 2022**, Board Meeting were **moved and unanimously approved**.
2. **Review Operating Budget:** 83% into the year and 82% of the budget encumbered.
 - a. **HVAC Issues:** Repairs to the HVAC system were costly this year, including replacing a pump (with another awaiting repair), and HEPA filter replacements (which required building and installing a custom mounting system for an alternative, less expensive filter style).
 - b. **E-Books (42183):** CHPL contracts with Anoka County Library for access to eBooks; ACL then bills for access based on patron usage patterns and actual collection expenditures from the previous year. Currently Columbia Heights accounts for approximately 4.14% of overall eBook usage. ACL will continue to expand the eBook collection over time.
 - c. **Vehicle Repair (42280):** Maintenance and oil for the building's back-up generator.
 - d. **Minor Equipment (42010):** Event Canopy/Table Cover, and other small miscellaneous items.
 - e. **Training/Education (43105):** used for training and professional development courses or conferences.

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

Old Business:

3. **Draft PowerPoint Presentation for Promoting Library Services:** The Board reviewed the draft presentation based on one used for library tours with Adult Basic Education students and provided feedback on alterations and additions. The Board will use the slideshow for presentations to community groups. They want it to promote all available resources and include details on Library membership and services (especially ones that are not well-known.)
 - a. Customizable "Title Slide" for the presenter to tailor to their own use and to specific audiences.
 - b. Clarify difference between Columbia Heights and Anoka County Libraries; how to use MNLink to find items unavailable within the Anoka County Library collection; details on library cards and membership.
 - c. More information on free E-Resources such as: **Kanopy** video Streaming, **Libby** (e-books, audiobooks, & magazines), **E-Books MN**, **Pebble GO** (K-5 interactive learning), **Homework HelpNow** (online 1-on-1 tutoring), **Learning Express** (for study/practice testing), **Encyclopedia Britannica**, **BookFLIX** (video storybooks), **HealthSource** (medical reference), **Newsbank** (Minnesota digital newspaper archive), **AllData** (vehicle repair), **Ancestry.com** (genealogical research), **Transparent Language** (language learning), **CreativeBug** (crafting tutorials), **LinkedIn Learning** (video tutorials), **MN Reflections** (historical archive), **SAMS** (electronics schematics), **ValueLine** (investment research), and more!
 - d. **Special Collections:** BingeBoxes, Book-Club-In-A-Bag, Videogames, Board/Table Games, Bakeware/Cookware, Park Pack Nature Kits, Discovery Kits (microscopes, telescopes, pickleball, snowshoes, podcasting, metal detecting, video production, yoga, D&D, musical instruments, arts & crafts, birdwatching, geology, etc.), American Indian Collection, Memory Maker Kits (for Alzheimer's/dementia

patients and caregivers), Mobile Wi-Fi Hotspots, books in world languages, DNR State Park Passes and more.

- e. Updated information on Fine-Free (CHPL only) and Auto-Renewal (ACL & CHPL).
 - f. More details on Room Reservations, City Public Wi-Fi access, Public PCs, and Wireless Printing (including the Mobile App and online printing portal).
 - g. Programming: examples of events geared for youth, adults, job seekers, families, etc.
 - h. Volunteer opportunities for teens and adults.
4. **Auto-Renewal Implementation Report:** Auto-renewal began November 1, 2022. Eligible items (those with no waiting list, available renewals, non-ILL, and the patron below fine threshold) will renew 3 days prior to their due dates. Items not eligible include e-books, DNR Park Passes, bike locks, and Inter-Library Loans (ILL). Patrons can elect to receive a courtesy notice via e-mail/text. Approximately 2,000 items auto renewed on the first day of implementation.
5. **Memorandum of Understanding with Columbia Heights Public Schools:** The MOU is signed; staff are waiting on a count of cards needed for Columbia Academy for the 2022-2023 school year. These digital cards provide students access to all available e-resources including eBooks, research databases, homework help; eCards cannot be used to borrow physical materials.

New Business:

6. **Gift of Public Art from the Library Foundation:** The Board was provided with background on the artist and the artwork, then were asked where they would like to see it displayed in the library. The consensus was within the inverted-V shaped beams at the north end of the building in the youth area. The Board was very thankful to the Foundation and would like a formal “thank you” issued.
7. **Resolution of Fraud/Theft Case:** In August, our collection agency inquired about the accuracy of a high-balance account which alerted staff to multiple instances involving expensive books borrowed from CHPL and multiple ACL locations but not returned. An individual with similar behavior in 2018 began applying for library cards online using numerous addresses, then using those cards to borrow items. The Anoka County Library Director consulted with the Anoka County Sheriff, using video evidence from multiple locations. The Sheriff’s office identified the individual, determined a current residence, executed a search warrant, and recovered 28 books. The case has been referred to the Anoka County Attorney for prosecution.
8. **Director’s Update:** Operational reports, general updates, event reminders, and items from the floor.
- a. September Operational Report
 - b. 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.
 - c. **Library Programs:**
 - i. Doug Ohman’s next *Minnesota from the Road* presentation is November 5th @ 11am.
 - ii. The 2022 Tiny Art Show is on exhibit in the Library Display Case now till the end of December.
 - iii. We received a glowing compliment of Eliza’s “Tinker Time” after-school program from a patron who regularly brings her grandchildren. She was enthusiastic about how engaging they are, and how eager the kids are to try something new each week (metalworking, slime-making, dioramas, book art, etc.).

There being no further business, a motion to adjourn was made and seconded at 6:31 pm and the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees