



## COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

### BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, October 4<sup>th</sup>, 2023

Approved  
11/1/2023

#### 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 5:34pm.

**Members physically present:** Gerri Moeller; Rachelle Waldon; Melanie Magidow; Justice Spriggs (Council Liaison).

**Members remotely present:** Chris Polley. **Members absent:** Carrie Mesrobian. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Board Secretary). **Public present:** N/A.

1. The Meeting's **Agenda** was approved as-is.
2. The **Minutes** of the **September 6<sup>th</sup>, 2023**, Board Meeting were **moved and approved**.
3. **Review 2023 Operating Budget:** 74.79% of the year and 67.29% of the budget encumbered; no concerns raised.

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

#### Old Business:

4. **Staffing Update: Adult Services Librarian:** We have made an employment offer to one of the candidates, but we are currently waiting on a response; the candidate is currently participating in the MLA Conference at the Saint Paul RiverCentre on October 4-5, and will follow-up with us afterwards.
5. **Update on Library Volunteer Recognition Event – Mon, Sept 25, 5:30pm:** Only one VolunTeen was present, but we had a good turnout otherwise and those in attendance were appreciative of the recognition. One person commented to Renee that they should have had more time in the spotlight and been presented their certificates by the City Council, but the recognition was a nice moment and there was time for a group photo with the Council members during the meeting.
6. **Update on Funding Request to the CHPL Foundation:** Renee's submitted grant request for \$20,000 has been verbally approved; funds should be released in January 2024. We are very thankful for these funds because it will mean not having to cut programming that was previously funded by the 21<sup>st</sup> Century Learning Grant that we shared with Parks & Rec and ISD-13 (that 3-year grant is ending, and their re-application was not chosen for funding this next cycle). \$6,000 from the CHPL Foundation grant will cover the 21<sup>st</sup> Century style youth programming, \$10,000 will be used for SORA E-book access for the Columbia Heights School District students, and \$4,000 for an adult author series (like the 6-part Doug Ohman local history series we hosted in Winter 2022-Spring 2023). Thank you to the Columbia Heights Public Library Foundation for your support and generosity!
7. **Update on 2024 Budget Proposal:** City Departments are currently presenting their proposed budgets to the City Council. The main comments during the presentation were about our staffing challenges and e-book usage (as the actual costs for e-books this year are double what was budgeted); in Columbia Heights print book vs. e-book usage is about 80/20. The City Council has not said we need to make any cuts to the proposed budget at this time; Anoka County Libraries are currently under a hiring freeze and have been asked to cut their proposed 2024 budget by 2%.
8. **Communication Outreach Strategies (In-Person, Print, Cable, Web):** Most of the discussion at this meeting focused on the Library's need for a dedicated website; it being stated that many institutions are judged by their websites (as this is the first point of contact for many prospective), and a comprehensive dedicated website could improve our image and serve as a place for people to get acquainted with our Library before they first visit.
  - a. Currently we have a section of the City website (as a City department) that is not comprehensive and does not have the functionality or ability to relay all the information and resources we'd like; additionally

we are an affiliate of the Anoka County Library so our shared catalog is hosted on their website, but their webpage does not reflect our Library much as we are only a footnote on their page, with no ability to make changes.

- b. Things that could be included: embedded catalog, reader's advisory, photo gallery, local resources/social services information, hours, directions, mission/who we are, history, updates, alerts, how-tos, policies, library card registration, local partnerships, etc.
- c. Potentially the Library Foundation could help support the creation of a dedicated CHPL webpage. The SpringShare and Granicus platforms were mentioned. Other Library webpages to look at include Brooklyn, Stillwater, Willmar, Fergus Falls, Troy (MI)...with more to be found.
- d. Renee will have staff express their opinions on what a CHPL website could look like and contain; Library Board members should brainstorm the same, as well as check out the mentioned library websites and search for other impressive independent public library websites from around the country and beyond. 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; what could improve our image and attract more visitors, readers, and users; more discussion to come.

**New Business:** N/A

### **Director's Update:**

9. **August Board Report:** Provided as an FYI.

10. **From the Floor:**

- a. **MPR Article:** Last Friday we were contacted and visited by MPR Journalist, Regina Medina, about our participation in the DNR State Park Pass Program; we were not included in the broadcast story, but were mentioned in the print article: <https://www.mprnews.org/story/2023/10/03/some-minnesota-libraries-offer-users-chance-to-check-out-the-great-outdoors>
- b. **Brooklyn Public Library and PEN America's Freedom to Read Advocacy Institute** will be hosting a four-week (Oct 19-Nov 9) online education and training program for high school students called **Books Unbanned** to prepare and certify the next generation of free expression advocates to combat book banning and fight for the freedom to read in their schools, libraries, and communities across the country.
- c. **Next Meeting:** Strategic Planning

There being no further business, a motion to adjourn was made and seconded at 6:27 pm; the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees