



## COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

### BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, January 3<sup>rd</sup>, 2024

Approved

2/7/2024

#### 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; Chris Polley; Justice Spriggs (Council Liaison). **Members remotely present:** Carrie Mesrobian. **Members absent:** N/A. **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 **December 6<sup>th</sup>, 2023**, Board Meeting were **moved and approved**.
3. **Review 2023 Operating Budget:** 100% of the year and 89.20% of the budget encumbered, although there are still December utilities, payroll, ILS Q4, minor expenditures, and interdepartmental transfers that need to occur before the final accounting is done for 2023; no concerns raised.

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

#### Old Business:

##### 4. Staffing Update:

- a. **Library Supervisor:** Introduction of Rin Gorman to the Library Board. Rin comes from Gainesville, Florida and is very pleased with the atmosphere of Library so far. The Boardmembers also introduced themselves and expressed their excitement for the addition of him to the staff; Rin started training with yesterday but he does have previous library education and experience so is already well versed.
- b. **Library Page opening:** We will be posting an opening for Library Page in the hopes of them working part-time 2 evenings a week and an every-other Saturday shift.

5. **Project: Website Re-vitalization:** Revize (the host of the City website) quoted us an upfront \$6,000 cost to create and host a CHPL microsite with no yearly cost for as long as the City contracts with Revize for its website. The roll-out would take up to 20 weeks once the contract is signed; we will be moving forward, but nothing has been signed as of yet. The cost could likely be covered by donation funds rather than the operating budget.

- a. A patron feedback board was created and will be placed in the Library going forward; this month's question will be "What are the most important aspects to include on a potential new library website?" This interactive display will also inform strategic planning directives to be discussed at the January 13<sup>th</sup> strategic planning retreat. The Board was asked to think about potential future questions. An immediate suggestion was what other types of programming/events the community might be interested in.

6. **Project: Strategic Planning Framework:** Renee supplied the Board with a draft of potential Strategic Directions that were compiled with data from staff brainstorming sessions and previous strategic planning from 2019. The upcoming strategic planning session will not be starting from scratch. The 4 main directions provided were:

- a. **Collections:** raising awareness, increasing appeal, and boosting circulation
- b. **Communications:** revitalized website, collaboration with communications staff, patron input, promotions
- c. **Outreach:** more events, more partnerships and renewed ones, more librarian outreach visits
- d. **Space:** play/learning areas, repair/renewal of facility, custodial duties, parking, safety/accessibility

#### Director's Update:

7. **November Board Report:** Provided as an FYI.

8. **From the Floor:**

- a. **Winter Reads:** Winter Reads (for All Ages) has begun; patrons may work through a reading BINGO Card and adults may submit book reviews for prize drawings during January/February (weekly prizes of Winter Reads hats and 2 grand prizes of Heights Theater gift cards).
- b. **Next Meeting:** Will be the special Saturday, January 13<sup>th</sup> Strategic Planning Session.

There being no further business, the meeting was adjourned at 6:17 pm.

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees