



**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
3939 Central Ave NE, Columbia Heights, MN 55421  
**BOARD OF TRUSTEES: MEETING MINUTES**  
Wednesday, February 1<sup>st</sup>, 2023

Approved  
3/1/2023

**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 5:31pm.**

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

1. The **Minutes of the December 7, 2022** Board Meeting were **moved and unanimously approved.**
  - a. The Board proposed that future meetings have a standing "Approve Agenda" agenda item to allow amending of the agenda at the beginning of each meeting.
2. **Review Operating Budget (2022):** 100% of the year and 94.1% of the budget encumbered.
  - a. **FT/PT Payroll (41010/41011):** FT was overspent; PT was underspent; due to pay increases related to FT Employees and understaffing of PT Employees. Part-time staff can be hard to retain, and when illness occurs shifts regularly cannot be covered by other staff.
  - b. **Gas (43830):** Increases in gas prices; minimal use of fireplace.
  - c. **Building Maintenance Contractual Services (44020):** Unplanned boiler repairs.

**Community Forum:** Opportunity for public input. No Public in attendance, and no correspondence.

**Old Business:**

3. **Community Outreach:** The Board was provided with a list of local community groups by City Communications staff. The Board will reach out to these groups to see if they'd be interested in having Library Board members present an overview of Library services to their groups. The Board members plan to divide up the groups amongst themselves for our next meeting and let us know how they will proceed. These presentations would utilize the PowerPoint presentation compiled for outreach purposes.

**New Business:**

4. **Photo & Video Policy Draft:** Renee has drafted a Photography & Video Policy for the Library This policy will be supplemented by a notice at the entrance stating that the library is a public space and that you may be captured in photo or video (more likely during events, programs, and classes). Captured images may be used in promotional materials. Permission would still be gathered to publish names along with a picture, or if a child is present in the photo/video. A patrons may notify staff if they do not wish for a photo/video to be used by the Library for promotional purposes, but may not opt out of security monitoring video. **MOTION to approve and adopt the Photo & Video Policy; moved and unanimously approved.**
5. **Decision on a Book Sale in conjunction with the Citywide Garage Sale (June 9-10, 2023):** The Library Board discussed the outcomes they would like, and the pros & cons of hosting a book sale. The Board was not interested in making money ; it would be more about promoting the Library, and potentially bringing in people that are not regular Library users. The alternative idea of a book swap was brought up, possibly with a theme like cookbooks or children's books. One issue with holding a sale e is gathering enough books to stock it, as well as the limited amount of storage space at the Library. Additionally it would take a large amount of work (both staff and volunteers) to run a sale, and could occupy the Community Room for a full week, preventing use of the space

for programs. This item will be tabled for now in order to put some more thought into it and will be brought up again at a future meeting.

6. **Staffing Update (Library Page position):** The Library recently posted for a Library Page position which garnered 51 applicants; Renee and Cortni are currently reviewing applications. We anticipate hiring up to two persons from the applicant pool. These are entry level positions and designated for a max of 14 hours per week. Renee is considering how to offer more, regularly scheduled hours to small numbers of staff.
7. **Discussion on Library Use of TikTok:** Chris Polley suggested this topic as he has seen Library-related TikTok accounts go viral and use could be a way to attract more teens to the Library. A New York Times article was supplied in the packet which put TikTok Library accounts in a positive light, but it's possible the State of Minnesota could restrict governmental TikTok accounts in the future (due to security concerns), and municipalities would likely follow suit. The Board discussed alternative ideas like a Teen Video Contest that could utilize other platforms, a BeReal selfie station, and BookTok speedy reviews. A comprehensive social media presence would require additional staff, a social media intern, or dedicated set of VolunTeens.
8. **Discussion on CHPL Support for Columbia Heights Public Schools:** For the past 20 years, school libraries availability has been in decline; currently there is only one Media Specialist supporting all Columbia Height Public Schools with limited access, hours, budget, and support. For the past few years CHPL has been providing digital access E-Cards to schools as requested (as a pilot program). Chris Polley has tried to encourage usage within the schools, but there is only so much the teachers can do with limited resources and heavy workload. For the next school year we will look into the use of SORA (by Libby/Overdrive) to provide a curated digital library of materials to students accessible with their student ID cards rather than a public library card. Justice mentioned he is also the City Council liaison to the School Board so he will try to find out if there are more effective ways we can support Columbia Heights students.
9. **Director's Update:** Operational reports, general updates, event reminders, and items from the floor.
  - a. **November & December Board Reports:** Provided as an FYI; not discussed at this meeting.
  - b. **Annual Report:** Renee is currently compiling the 2022 Annual Report for submission to the Minnesota Department of Education in March. The Board will be asked to review and formally approve at the April meeting.
  - c. **Renee Vacation:** Renee will be absent from the March meeting, and Cortni O'Brien will be filling in.
10. **From the Floor:**
  - a. **Community Room Rental Fee:** The Board is still concerned that the Community Room rental fee is deterring the community from using the room. The Library Board would like to see the rental fee removed (at least for open-hour bookings) to increase accessibility, diversity, equity, and inclusion. Multiple groups (including book clubs) have relocated to other places due to the cost associated with the Community Room. The room is under-utilized and vacant most of the time. Library Staff will draft a new version of the Room Usage Policy for the Board to review before changes could be proposed to the City Council.

There being no further business, a motion to adjourn was made and seconded at 6:47 pm; the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees