



COLUMBIA HEIGHTS PUBLIC LIBRARY
3939 Central Ave NE, Columbia Heights, MN 55421
LIBRARY BOARD: MEETING MINUTES
Wednesday, September 7th, 2022

Approved
10/5/2022

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 Vice-Chair Gerri Moeller at 5:31pm.

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

1. **Review/Approve Minutes from August 3, 2022, Library Board Meeting: Moved and approved.**
2. **Review Operating Budget:** 8 months (~66%) into the year and 64% of the budget spent.
 - a. **Minor Equipment (42010):** Each department was encouraged to get matching shade canopies with Columbia Heights branding for outreach events like the Community Art & Info Fair; the shade canopy, plus weighted stabilizer bags, costed \$700.
 - b. **End User Devices (42011):** New Laptop+Docking Station and Departmental Microsoft Licenses (\$4,348); also encumbering this line will be replacement Public PC Workstations (see New Business, Item #4).
 - c. **Have you noticed price increases due to inflation?** Some small increases, but more noticeable are the delivery delays and more items on backorder.

COMMUNITY FORUM: Opportunity for public input. **No comments or concerns submitted this month, and no members of the public in attendance.**

OLD BUSINESS:

3. **Automatic Renewal of Eligible Library Checkouts:** Anoka County Library is moving forward with implementing auto-renewals in November; with Columbia Heights being an affiliate Library that uses the Anoka County Integrated Library System, it makes sense to follow suit. This initiative will not cost the Columbia Heights Library anything and will be beneficial to our patrons while also avoiding the confusion that would occur from having differing renewal policies.
 - a. **MOTION: To approve automatic renewal of library materials effective November 1, 2022. Motion moved and unanimously approved.**

NEW BUSINESS:

4. **Approve Purchase of New Public Access Computers and Related Software:** \$30,000 was budgeted to replace the public workstations this year. IT has come up with a strategy that will cost a few thousand extra this year but save ~\$30,000 next year by not having to replace a server. The plan is to move away from thin-clients controlled by a server and move towards individual micro-PC workstations which are cheaper upfront and require less time and maintenance overall. This has already been approved by the City Council.
 - b. **MOTION: Approve the purchase of Dell computers and monitors from Everyday Technology in the amount of \$29,543.76, Windows Enterprise and Microsoft Office from TechSoup in the amount of \$4,292.16 and DeepFreeze from Faronics in the amount of \$1,580.16. Motion moved and unanimously approved.**
5. **MELSA Library Technology and Digital Services Survey Results:** This survey by MELSA (via Wilder Research) was sent to a diverse sampling of 20,000 residents, with a response rate of 16% (3,230). Items of note include 12% of respondents not having internet access (or unreliable access); most respondents were satisfied with services

provided by their library, but some would like more access to charging ports, scanners, wi-fi hotspots, and fax service); some appreciate the availability of quiet spaces to work and would like support in learning new technology skills. The Board will use survey results in their future strategic planning; ideas mentioned include:

- a. Workstations that cater to parents with children (more PCs near children's area, or built-in playpen).
 - b. Workstations with specialization (Adobe Creative Suite, Remote Meeting equipment, etc).
 - c. Tutorials available, or "Book a Tech Tutor/Librarian" type program.
6. **Board & Commission Ice Cream Social:** Several members will try to attend this event, but Renee, Carrie, and Gerri will all be out-of-town and unable.
7. **Conversation about Strategic Planning & Goal Setting:** General consensus was that the Library needs to increase its marketing of the services and materials it already has to those would-be patrons that are unaware. Additionally, we need to build stronger relationships with the school district and local community groups and perform more outreach at events that these groups host. Renee and the Library Staff will put together some presentation materials and scripts for use at such events (including hand-outs). Nick Novitsky mentioned that he would be happy to connect us with representatives from the various organizations he's involved with. More discussion to occur at future meetings.

DIRECTOR'S UPDATE: Operational reports, general updates, event reminders, and items from the floor.

8. **July Board Report:** For Your Information.
- a. **Visitors and Computer Usage:** These totals are increasing, but not quite back to pre-pandemic levels yet.
 - b. **Résumé Workshops:** We have two of these scheduled with Minnesota CareerForce (one evening, and one daytime) and we hope to have a good attendance. The workshops will help determine if state libraries can serve job seekers beyond the 50 statewide CareerForce locations. Library staff helps many people using computers to create resumes and apply for work.
 - c. **Next Agenda:** More strategic planning and revisiting the Community Room rental fee.

There being no further business, the meeting was adjourned at 6:24 pm.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees