



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

Approved
2/1/2023

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 Teresa Eisenbise at 5:32pm.

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

1. The **Minutes of the November 2, 2022**, Board Meeting were **moved and unanimously approved**.
2. **Review Operating Budget:** 91% into the year and 83.5% of the budget encumbered.
 - a. **City Council Resolutions:** The Columbia Heights City Council recently passed three resolutions that affected the budget statement.
 - i. **COLA Allowance (41810):** Cost Of Living Adjustment Allowance increase of \$80,000 was added to the budget for the Library. See Resolution 2022-106 (11/14/2022 City Council Meeting).
 - ii. **Transfer of Library Fund Balance to City Capital Equipment Replacement Fund (47270).**
 - iii. **Transfer Out to Information Technology (47370):** Price adjustment to cover the transition to Microsoft Office 365 licenses for Library staff (\$700).

Community Forum: Opportunity for public input.

3. **CHPL Foundation Art Committee Update:** Jane Polley of the CHPL Foundation (501(c)3 non-profit) shared progress on acquiring public art for the Library interior, an overview of art guidelines, and research/promotion over the past year. The Foundation acquired one painting (soon to be installed) at the Fine Arts Building at the MN State Fair by Fridley artist Rachel Klismith (see the November Board packet for more information.) The Foundation has also commissioned a set of three fabric artworks to be displayed above the laptop counter by artist [Kelly Marshall](#). They have publicized their call for art in the Northeaster and on Facebook, but with little response, so if you know any local artists, you can bring them to the Foundation's attention.

Old Business:

4. **Update on E-Cards for Columbia Academy:** 680 E-Cards have been given to the administration of Columbia Academy for distribution, which according to the Board, is good timing because their school library is now mostly off-limits to students. For next year Renee would like to explore the use of SORA (by Libby/Overdrive) as a way to deliver e-resources to the school district. Sora is a platform created by Libby/Overdrive to serve students and content can be tailored based on age and reading level.
5. **Review of PowerPoint for Board Public Presentations:** The Board reviewed the new draft presentation and were very happy with the PowerPoint. They did not have any notes or additional information at the time. They are very thankful to Cortni for putting this together!

New Business:

6. **Approve 2023 Library Holiday/Closed Dates:** All the proposed weekday Closed/Holidays for 2023 are based on approved City holidays except an additional Thursday in May for annual staff training with Anoka County

Libraries. On the Memorial Day and Labor Day weekends we are closed on the Saturday in coordination with Anoka County Libraries. **MOTION to approve the 2023 Library Holiday/Closed Dates; moved and unanimously approved.**

7. **Approve 2023 Library Board of Trustees Meeting Dates:** The Library Board meets at 5:30pm on the first Wednesday of each month, unless specified otherwise. This year the Board agreed that all meetings shall remain at this time, except for choosing to cancel the July 2023 meeting due to it falling on the day after Independence Day (that being a popular vacation/travel time). **MOTION to approve the 2023 Library Board Meeting Dates, amended with no July meeting; moved and unanimously approved.**
8. **Approve 2023 CHPL Fee Schedule:** The Board reviewed the proposed CHPL Fee Schedule for 2023; the only changes from 2022 are the elimination of the “new” DVD rental fee of \$1, and elimination of overdue fines (which was already approved by the Library Board and City Council early this year). **MOTION to approve the 2023 CHPL Fee Schedule; moved and unanimously approved.**
9. **Update on English Language Learner "Family Nights" for CHPS & ICS:** Youth Services Librarian Eliza Pope has planned a series of “Family Nights” at the Library as an introduction to the services/materials offered for families (specifically those who are English Language Learners). A November evening for Highland Elementary served 120 people. Over 50 from Immaculate Conception visited on December 5, and an evening for North Park School for Innovation is planned for December 15.
10. **Update on Library CareerForce Corner initiatives:** Minnesota’s statewide employment resource, CareerForce, now has CareerForce Corners at libraries as a first point of contact to guide job seekers to city and county job training centers. (Anoka County’s is located at 1201 89th Avenue NE, Suite 235, Blaine, MN 55434.) CHPL held two resume workshops in the past couple of months, but they were poorly attended. On January 9th (10:30am-12:30pm) the Library will host a Job Fair and seek to offer an additional fair for teens in the spring.
11. **Director’s Update:** Operational reports, general updates, event reminders, and items from the floor.
 - a. October Operational Report
 - i. Boiler and Staff Entry Call Box were repaired.
 - ii. Teresa asked if the Library would ever hold a book sale, like those at larger libraries, or if it prefers to continue the sale cart. Renee suggested that the Library does not have sufficient storage space to save enough books for a sale, or a large enough volunteer group to manage it. The group discussed a smaller scale sale during the summer Citywide Garage Sale.
 - b. Programs:
 - i. Doug Ohman’s next *Minnesota from the Road* presentation is February 4th @ 11am.
 - ii. Service Recognition for Nick Novitsky/John Murzyn Jr. before next Monday’s City Council Meeting in the Council Chambers. Meeting begins at 6 pm.

There being no further business, a motion to adjourn was made and seconded at 6:30 pm; the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees