



COLUMBIA HEIGHTS PUBLIC LIBRARY
3939 Central Ave NE, Columbia Heights, MN 55421
BOARD OF TRUSTEES: MEETING MINUTES
Wednesday, May 3rd, 2023

Approved
6/7/2023

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 Rachelle Waldon at 5:34pm.

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

1. No Agenda changes: it was **moved and unanimously approved**.
2. The **Minutes** of the **April 5, 2023**, Board Meeting were **moved and unanimously approved**.
3. **Review 2023 Operating Budget:** 33% of the year and 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. **Update on Council Action on Meeting Room Usage Policy:** The City Council approved the motions on **removing the rental fee for the room** and **prohibiting food**. Justice informed the Board that the Council will continue discussing available hours at the next Council Work Session.
5. **Staffing Update:** The Library has hired and trained two new Library Pages in the last month, Millie and Brent; we are now fully staffed for Page positions. Unfortunately, recently one of our part-time Library Supervisors resigned to take a position at Stillwater Public Library (more hours, more pay, and a shorter commute). We are not yet sure about posting for the position, as the remaining two Supervisors will be offered more working hours to cover the absence first; if they are willing to cover the hours then we will hold off on rehiring for now.
6. **Book Sale during Citywide Garage Sale:** The Library has decided to go ahead with a small-scale book sale during the Citywide Garage Sale. Due to limited storage space, withdrawn/donated books are taking up more room than the current Book Sale Cart can alleviate. A bag sale, \$3 per bag, will be offered during the Citywide Garage Sale.
7. **Possible Program with Artist, Jeffrey Berger?:** Cortni (Adult Services Librarian) has been in contact with Artist, Jeffrey Berger, and is discussing the possibility of hosting a reception or community discussion around the art exhibition (*La Bestia*) currently on display in the Library's Community Room.

New Business:

8. **New Format for the Library Collection:** The Board was introduced to Read-Along Books. Produced by Vox and WonderBooks, these books have built-in speakers, headphone jacks, and navigation buttons that allow the book to read itself aloud. This new format will replace Mixed Media Picture Books (Book/CD sets) since circulation of them has declined as fewer people use CD players. Anoka County Library already has 125+ of these titles in their collection, and Columbia Heights has purchased 50+ to get our collection started—to be available soon.
9. **New Public Multifunction Printer/Copier:** The City is currently assessing copiers/printers and potential replacements in anticipation of moving into the new City Hall. With the heavy use of the public MFP at the Library it is time for a more capable replacement—one that can print faster and provide more functionality. The staff copier will remain in place for the foreseeable future until it can no longer be maintained—at that point staff may also use the public copier for printing. The replacement public MFP would be a capital expense, so it would not encumber the annual operating budget.

- 10. 21st Century Community Learning Centers (Cohort 9) Grant Application:** Parks & Recreation and the Library are serving as community partners to Columbia Heights Public Schools on a grant application which would provide funding for STEAM programming during school recesses. In a previously awarded grant, the Library received ~\$10,000/year (3-year cycle) for such programs.
- 11. 2024 Budget:** It is time to plan for next year's budget; budget guidance and prep materials have been received from the City. Renee asked the Board to think about what they would like to see the Library budget for in 2024 (and beyond); in turn the Board asked that Renee and the Library Staff compile a wish list of materials, supplies, services, etc. that they would support if money, staffing, and resources were unlimited so practical options could be ranked, prioritized and potentially planned and budgeted for.
- a. One question brought up in the meeting is should we extend hours? We are still not open as many hours as before the pandemic; is now the time to increase hours? The Board asked that we compile a chart of comparable libraries' open hours to see how we measure up and see what hours would make sense for Columbia Heights.
 - b. Do we have enough staff for current or increased hours? Should any positions be expanded to full-time to increase coverage for illness/vacation? Do we need more of certain positions?

Director's Update:

12. March Board Report: Provided as an FYI; not much discussion.

13. From the Floor:

- a. Renee was invited to attend the May 22 **Anoka County Library Board Meeting** to present the history and mission of the Columbia Heights Public Library; Carrie will attend the meeting with Renee.
- b. Should the Library have Narcan (**Naloxone--Opioid overdose treatment**) on-hand in case of an overdose at the library? Justice will ask the City. City Police/Fire are only minutes away, but in these situations every second can count. Narcan is a simple nasal spray that immediately reverses an opioid-related overdose and does not have any adverse side-effects.
- c. The Board asked about whether the City's **social workers** have much of a presence at the Library? City social workers are tied to the Police Department. However, Guild Services has social workers available for partial days on Tuesdays and Wednesdays at the Library. They interact with those who may need support and take appointments. Their focus is homeless outreach.

There being no further business, a motion to adjourn was made and seconded at 6:35 pm; the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees