



**LIBRARY BOARD**  
**Library—Community Room, 3939 Central Ave NE**  
**Wednesday, May 01, 2024**  
**5:30 PM**

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**AGENDA**

***ATTENDANCE INFORMATION FOR THE PUBLIC***

Members of the public who wish to attend may do so in-person, or by using Microsoft Teams Meeting at [columbiaheightsmn.gov/joinameeting](https://columbiaheightsmn.gov/joinameeting): ID **211 422 335 081**, Passcode **NfgDWf**. *For questions, please contact Administration at 763-706-3610.*

Auxiliary aids or other accommodations for individuals with disabilities are available upon request, when requested at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.

**CALL TO ORDER**

- 1. Approve the Agenda**
- 2. Review/Approve Library Board Minutes from April 3, 2024**
- 3. Review 2024 Operating Budget**

**COMMUNITY FORUM:** At this time, individuals may address the Library Board about any item not included on the regular agenda. All speakers need to state their name and connection to Columbia Heights, and limit their comments to five (5) minutes. Those in attendance virtually should send this information in the chat function to the moderator. The Board will listen to brief remarks, ask clarifying questions, and if needed, request staff to follow up or direct the matter to be added to an upcoming agenda.

**NEW BUSINESS**

- 4. Summer Events at the Library**
- 5. Informational Presentation from Youth Services Librarian**
- 6. Staffing Update**
- 7. Preliminary Website Design**

**REPORTS** (formerly known as DIRECTOR'S UPDATE)

- 8. March Operational Report**
- 9. Board Books**

**ADJOURNMENT**



## COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

### BOARD OF TRUSTEES: MEETING MINUTES

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

Drafted  
4/4/2024

#### ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wished to attend could do so in-person, or via Microsoft Teams at <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting> and entering Meeting ID 258 931 356 928 and passcode DJhAgg 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 5:36pm.

**Members present:** Rachelle Waldon; Carrie Mesrobian; Melanie Magidow; Chris Polley; Amina Maameri (newly appointed member). **Members absent:** N/A. **Also present:** Justice Spriggs (City Council Liaison); Renee Dougherty (Library Director); Nick Olberding (Board Secretary); Sara Ion (City Clerk). **Public present:** N/A.

1. The Meeting Agenda was **approved as-is**.
2. **Oath of Office:** Sara Ion swore in our new member (Amina Maameri) before the start of the meeting, so this time was used for introductions of Library Board members.
3. **Orientation Information and Refresher:** The Board opted not to go through the included Powerpoint document, as Sara had already oriented the new member, instead we left this time open for questions:
  - a. **Quorums:** Anytime more than half of the members are together communicating (whether in-person or virtually) this constitutes a quorum; in this case Library business should not be discussed. Business discussions should occur only at a public meeting. Anything that should be known or available to the public should not be dealt with outside of meetings, and members should be aware of their responsibility to the public and how it may be perceived if there is not transparency.
  - b. **Serial Quorums:** This is a type of quorum created by a chain-of-communication (whether in-person, e-mail, social media, etc) between members of the Board. Examples could be: two members casually discuss a Library issue...one of them then speaks with another member about it, or a member posts on social media about an issue, then two other members “reply” or “react” to the post; both of these instances constitute a quorum—these scenarios should be avoided. So, outside of official meetings members should only discuss non-library matters to be in compliance with open meeting laws.
4. **Annual Election of Board Officers:** Carrie and Chris both expressed their wishes to remain Members-at-Large, and nominated current Vice-Chair, Rachelle Waldon, for the Chair position—which she accepted; Melanie Magidow was then nominated for Vice-Chair—which was also accepted. **A MOTION was made to elect Rachelle Waldon as Chair, and Melanie Magidow as Vice-Chair for the next 12 months, it was moved and approved.**
5. The **Minutes of the March 6<sup>th</sup>, 2024**, Board Meetings were **moved and approved**.
6. **Review 2024 Operating Budget:** 24.86% of the year and 20.37% of the budget expended; no meaningful changes since last month and no concerns raised.
  - a. Renee mentioned the Accrued Leave Adjustment (41050) listed for \$637 as an undefined payroll adjustment. She would inquire if anyone was interested.

**Community Forum:** Opportunity for public input. No correspondence and no public in attendance. The City website has a Contact Form for each Board/Commission as a new method for the public to submit their questions or concerns: [https://www.columbiaheightsmn.gov/government/boards\\_and\\_commissions/index.php](https://www.columbiaheightsmn.gov/government/boards_and_commissions/index.php) after clicking desired group, scroll to the bottom of their page to find the contact form.

#### New Business:

7. **Consider Approving 2023 Minnesota Public Library Annual Report Submission:** As part of the meeting packet, the Library Annual Report to the MN Department of Education was included; Renee has already submitted it to

the state by the March 31<sup>st</sup> deadline, but each's library's governing or advisory body must review and formally approve it. **A MOTION was made to approve the submission of the 2023 Minnesota Public Library Annual Report; it was unanimously approved.**

- a. Visitor count was up by about 10%, circulation by about 25%, and program attendance by 22%.
  - b. The Minnesota State Library will compile the data into a searchable public database which anyone can access to compare statistics with other libraries in the state.
- 8. Consider Adopting Proposed Change to Library Service Hours:** Pre-pandemic the CHPL was open for 54 hours per week; once re-opening we have gone through stages of curbside pickup only, entrance by appointment only, 32 hours per week with capacity limits, 40 hours per week, and 47 hours per week since September 2021. Now that our staffing levels have stabilized, Renee would like to increase service hours again to 50 hours per week beginning the Monday after Memorial Day 2024 (an additional hour on Friday afternoon, and two more hours on Saturday afternoon.) Staff will study usage patterns, busy times, and staffing and present a report to the Board to in the fall to determine if other changes are needed in service hours. A MOTION was made to adopt the new schedule to provide 50 service hours per week for the Columbia Heights Public Library effective May 28, 2024.
- **Monday-Thursday: 10am-7pm**
  - **Friday: 10am-5pm** (previously 10am-4pm)
  - **Saturday: 10am-5pm** (previously 10am-3pm)

### Director's Update:

- 9. February Board Report:** Provided as an FYI.
- a. Melanie Magidow and Adult Services Librarian, Elizabeth Ripley, attended the City Council meeting to accept the National Library Week mayoral proclamation.
  - b. After years of planning and public input, Central Avenue is getting closer to redevelopment. Justice said it may not be complete until 2028, but plans will be made public soon, and the section through Northeast Minneapolis and Columbia Heights could include a 4-to-3 lane (center turn-lane) conversion which would allow for safer bike/pedestrian space along the corridor and would make Columbia Heights more walkable (benefiting the Library.) It was asked if the empty lot behind the Library could be renovated alongside the project to create more interesting public space like a park/playground along with additional parking. Justice said he would inquire with City staff.
- 10. From the Floor:**
- a. **The Board is Currently Reading:**
    - i. Carrie: *Nettle & Bone* T. Kingfisher; *The Twisted Ones* T. Kingfisher
    - ii. Chris: *A Guest in the House* Emily Carroll; *Egg Marks the Spot (Skunk & Badger #2)* Amy Timberlake
    - iii. Melanie: *Discretion* Faïza Guène; *Onigamiising: Seasons of an Ojibwe Year* Linda LeGarde Grover
    - iv. Amina: *The Other End of the Sea* Alison Glick
    - v. Justice: *How to Talk So Little Kids Will Listen* Joanna Faber; *Streetfight* Janette Sadik-Khan
    - vi. Renee: *The Comfort of Crows: A Backyard Year* Margaret Renkl
    - vii. Nick: *Only Lovers Left Alive* Dave Wallis
  - b. **For next month's meeting:** Library website update/overview

There being no further business, the meeting was adjourned at 6:35 pm.

Respectfully submitted,

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Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

PERIOD ENDING 4/30/2024  
 Fiscal Year Completed: 33.06%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 04/25/2024	ACTIVITY FOR MONTH 04/25/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	515,400.00	128,743.04	33,975.68	0.00	386,656.96	24.98
41011	PART-TIME EMPLOYEES	144,300.00	43,757.18	12,224.91	0.00	100,542.82	30.32
41020	OVERTIME-REGULAR	700.00	408.77	79.49	0.00	291.23	58.40
41050	ACCRUED LEAVE ADJUSTMENT	0.00	637.50	0.00	0.00	-637.50	
41070	INTERDEPARTMENTAL LABOR SERV	500.00	0.00	0.00	0.00	500.00	0.00
41210	P.E.R.A. CONTRIBUTION	48,000.00	13,489.50	3,411.59	0.00	34,510.50	28.10
41220	F.I.C.A. CONTRIBUTION	50,500.00	13,164.56	3,518.46	0.00	37,335.44	26.07
41300	INSURANCE	82,800.00	27,396.06	6,831.90	0.00	55,403.94	33.09
41510	WORKERS COMP INSURANCE PREM	5,000.00	1,233.53	165.45	0.00	3,766.47	24.67
42000	OFFICE SUPPLIES	1,200.00	375.07	0.00	0.00	824.93	31.26
42010	MINOR EQUIPMENT	100.00	687.26	0.00	0.00	-587.26	687.26
42011	END USER DEVICES	3,300.00	2,494.33	0.00	0.00	805.67	75.59
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	2,337.94	0.00	0.00	-2,337.94	
42030	PRINTING & PRINTED FORMS	700.00	72.00	0.00	0.00	628.00	10.29
42170	PROGRAM SUPPLIES	1,000.00	479.99	0.00	0.00	520.01	48.00
42171	GENERAL SUPPLIES	7,300.00	1,158.84	86.15	0.00	6,141.16	15.87
42175	FOOD SUPPLIES	100.00	13.97	0.00	0.00	86.03	13.97
42180	BOOKS	55,000.00	14,792.99	843.64	0.00	40,207.01	26.90
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	1,754.18	335.00	0.00	6,045.82	22.49
42183	E-BOOKS	15,000.00	0.00	0.00	0.00	15,000.00	0.00
42185	COMPACT DISCS	4,700.00	1,096.13	0.00	0.00	3,603.87	23.32
42187	BOOK/CD SET	800.00	0.00	0.00	0.00	800.00	0.00
42189	DVD	6,500.00	1,377.05	0.00	0.00	5,122.95	21.19
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	5,400.00	1,347.58	23.30	1,848.00	2,204.42	59.18
43105	TRAINING & EDUCATION ACTIVITIES	700.00	0.00	0.00	0.00	700.00	0.00
43210	TELEPHONE	900.00	684.88	0.00	0.00	215.12	76.10
43220	POSTAGE	200.00	5.74	0.00	0.00	194.26	2.87
43250	OTHER TELECOMMUNICATIONS	3,200.00	810.26	0.00	0.00	2,389.74	25.32
43310	LOCAL TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00
43600	PROP & LIAB INSURANCE	12,300.00	3,075.00	0.00	0.00	9,225.00	25.00
43800	UTILITY SERVICES	7,000.00	1,261.35	1,261.35	0.00	5,738.65	18.02
43810	ELECTRIC	46,300.00	7,569.96	3,184.94	0.00	38,730.04	16.35
43830	GAS	16,600.00	3,769.92	820.75	0.00	12,830.08	22.71
44000	REPAIR & MAINT. SERVICES	18,700.00	10,135.63	0.00	800.00	7,764.37	58.48
44010	BUILDING MAINT:INTERNAL SVCS	43,800.00	10,950.00	0.00	0.00	32,850.00	25.00
44020	BLDG MAINT CONTRACTUAL SERVICES	29,000.00	9,662.21	0.00	7,477.20	11,860.59	59.10
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	18,800.00	2,779.92	0.00	0.00	16,020.08	14.79
44040	INFORMATION SYS:INTERNAL SVC	87,800.00	21,950.01	0.00	0.00	65,849.99	25.00
44050	GARAGE, LABOR BURD.	300.00	0.00	0.00	0.00	300.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	700.00	181.00	0.00	0.00	519.00	25.86
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00
45180	OTHER EQUIPMENT	0.00	491.86	0.00	0.00	-491.86	
47100	OPER. TRANSFER OUT - LABOR	18,600.00	4,650.00	0.00	0.00	13,950.00	25.00
<b>TOTAL EXPENDITURES:</b>		<b>1,262,000.00</b>	<b>334,795.21</b>	<b>66,762.61</b>	<b>10,125.20</b>	<b>917,079.59</b>	<b>27.33</b>

## Columbia Heights Public Library Library Board Report – March 2024

### BUILDING

- A roof leak occurred at the junction of high and low roofs on the north side. The carpet was soaked and books in the adult nonfiction 900 section were temporarily moved to prevent damage.
- Adams Pest Control inspected the building on 3/12.

### TECHNOLOGY

- Enhanced filtering was added to the two public computers located in the children’s area to discourage adults without children from using them to access “dodgy” websites in the area frequented by children and parents. Filters seek to block sites with pornography, nudity, violence, weapons, gambling, etc. Staff have complained about patrons viewing dating sites and a patron called police about an adult male viewing websites with scantily clad people.
- IT staff corrected issues with computers not automatically shutting down at closing.

### COLLECTION

- Shifting continued to better highlight books in the collection.
- Easy non-fiction books were moved to the easy reader section to align with the practice in other county libraries and to aid ease of patron browsing and discovery.
- New books were selected from reviews in the November, December, and January issues of *Booklist*, *Kirkus Reviews*, and *Library Journal*.
- Weeding was completed in adult mysteries for condition, series orphans, and lack of use.
- An adult slatwall display featured neurodiversity. Youth book displays featured Ramadan and Eid, women’s history month, and space in anticipation of the April eclipse.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
Daycare Storytime	3/1	Children (0-5)	14
Family Storytime	3/4	Children (0-5)	48
EL Conversation Circle	3/4	Adult	10
EL Conversation Circle	3/6	Adult	4
EL Conversation Circle	3/7	Adult	6
Puzzle Contest	3/9	Adult	24
Family Storytime	3/11	Children (0-5)	40
EL Conversation Circle	3/11	Adult	9
Tinker Time: Fingerprint Art Magnets	3/12	Children (6-11)	26
EL Conversation Circle	3/13	Adult	4
Start Your Writing Life at 55+	3/13	Adult	12
Driver’s License for All with COPAL	3/14	Adult	15
EL Conversation Circle	3/14	Adult	4
Learn to Play Dungeons and Dragons	3/16	Children (6-11)	20
Family Storytime	3/18	Children (0-5)	44
EL Conversation Circle	3/18	Adult	5
DIY Teen: Boba Tea	3/19	Teen (12-18)	20
Book Club	3/20	Adult	10
EL Conversation Circle	3/20	Adult	2
EL Conversation Circle	3/21	Adult	5
Family Storytime	3/25	Children (0-5)	18
Conversation Circle	3/25	Adult	3
Let’s Clay: Gnomes	3/26	Children (6-11)	4
Static Electricity with Bakken Museum	3/27	Children (6-11)	22
EL Conversation Circle	3/27	Adult	4
EL Conversation Circle	3/28	Adult	5

**STAFF**

- Eliza Pope, Youth Services Librarian,
  - Designed and taught “Fingerprint Art Magnets” where kids emulated Ed Emberly to create animals, monsters, and other creatures from their fingerprints.
  - Conducted a “DIY Teen: Boba Tea” event featuring tea and crafts. Some teens had never made Shrinky Dinks and others said they loved doing Shrinky Dinks when they were kids! Many commented that they loved coming to boba tea events every year, the library always has fun events, and the library feels like home.
  - Contracted Badwolf Adventure Studies to present a “Learn to Play Dungeons and Dragons Family Edition” program. Two Dungeon Masters helped kids and parents create custom D&D characters with unique backstories, personalities, and skill sets and then led families through a quick encounter to learn how to play.
  - Hosted a “Let’s Clay: Gnomes” event during CHPS’s Spring Break. Bad weather and poor driving conditions resulted in eleven registration cancellations with two attendees.
  - Hosted “Static Electricity with the Bakken Museum.” Because the program was advertised in the Star Tribune there were a few drop-ins. All enjoyed learning about static electricity through a hand crank generator, hands-on experiments to see which materials conduct static electricity, and an exploding thunder house like the one Ben Franklin would have used to demonstrate how lightning rods work.
  - Provided bulk loans for Immaculate Conception School grade 1-5 classes.
  - Began planning for the “Summer Adventure” reading program for youth.
- Renee Dougherty, Library Director,
  - Attended a virtual update with DEED and the State Library on CareerForce Corner.
  - Had lunch with Mayor Marquez Simula.
  - Attended a retirement party for Network Administrator Aleksandr Chernin.
  - Met with Library Pages Millie Onofre Giles and Karen Yaeger for their annual performance reviews.
  - Met with Elizabeth, Eliza, and the selectors and Assistant Director of ACL to talk about collection strategies, including using a “Last Copy Withdrawn” user to manage deletions and books in series.
  - Attended a webinar “Designing a Website Your Patrons Will Love.”
  - Participated in the Anoka County Library monthly public service team, weekly city division head, city communications committee, and Columbia Heights Public Schools Communications Advisory Committee meetings.
  - Met with the Director of the Anoka County Library.



**MISCELLANEOUS**

- The Anoka County Law Librarian met with one person.
- Hosted a Minnesota Pollution Control Agency display on Climate Resilient Communities.