



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, March 03, 2021
5:30 PM

AGENDA

NOTICE THAT THIS MEETING MAY BE CONDUCTED BY A COMBINATION OF IN PERSON AND ELECTRONIC MEANS

*Following a determination by City Manager Kelli Bourgeois, and emergencies declared by the United States, The State of Minnesota, and the Columbia Heights Mayor & City Council, this meeting may, pursuant to Minn. Stat. § 13D.021, occur by a combination of in-person and electronic means. In all meeting formats, members of the public who wish to attend may do so by attending in-person, by calling 1-312-626-6799 and entering **meeting ID 832 1433 7849 and passcode 654514**, or by Zoom at <https://us02web.zoom.us/j/83214337849> at the scheduled meeting time. For questions regarding this notice, please contact the City Clerk at (763) 706-3611.*

CALL TO ORDER

- 1.** Review/approve Minutes from the February 3rd, 2021, Board Meeting.
- 2.** Review/Approve Bill Lists from February 3rd, and 17th, 2021.
- 3.** Review of Accounting
- 4.** Accept Donation: \$500 from Kathy Super

OLD BUSINESS

- 5.** FYI: Library Board Openings and Council Applicant Review
- 6.** FYI: 2020 Other Miscellaneous Revenue

NEW BUSINESS

- 7.** Policy Review/Approve: Library Digital Sign Policy
- 8.** Policy Review/Approve: Organizational Borrowing Policy
- 9.** FYI: Upcoming March Library Programs

ADJOURNMENT

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

**A QUORUM OF THE CITY COUNCIL MAY BE PRESENT*



COLUMBIA HEIGHTS PUBLIC LIBRARY
 3939 Central Ave NE, Columbia Heights, MN 55421
BOARD OF TRUSTEES: MEETING MINUTES
 Wednesday, February 3rd, 2021

Drafted
 2/4/2021

NOTICE THAT THIS MEETING WAS CONDUCTED BY A COMBINATION OF IN-PERSON AND ELECTRONIC MEANS

Following a determination by City Manager Kelli Bourgeois, and emergencies declared by the United States, The State of Minnesota, and the Columbia Heights Mayor & City Council, this meeting did, pursuant to Minn. Stat. § 13D.021, occur by a combination of in-person and electronic means. In all meeting formats whether solely in-person or a combination of in-person and electronic means, members of the public who wished to attend could do so by attending in-person or by calling 1-312-626-6799 and entering meeting ID 847 2391 1303 and passcode 321568 at the scheduled meeting time. If there are any questions about this notice or attending/calling in to a future meeting, please contact the City Clerk at (763) 706-3611.

The meeting was called to order in the Library Community Room by Secretary Tricia Conway at 5:31pm.

Members physically present: Tricia Conway; Nick Novitsky (Council Liaison). **Members remotely present:** Christopher Polley; Teresa Eisenbise. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary); KT Jacobs (Councilmember). **Absent:** Catherine Vesley (resigned).

The **Minutes** of the **January 6th, 2021**, Board Meeting were **moved and approved** unanimously via roll-call vote.

The **Bill Lists** dated **January 13th & 27th, 2021, (2020 Budget)** were reviewed; both were **moved and approved** unanimously via roll-call vote.

Questions and discussions on Bills and Accounting:

- **ACL SharePoint:** Charged by ACL to set up our two new supervisors with Anoka County SharePoint access.
- **Ballasts:** Several LED Lights were burnt out and needed ballasts replaced.
- **Fire System:** Fire system was sending out false alerts so LVC was called out to troubleshoot/repair the issue.
- **Accounting:** Finance's audit has not taken place yet so additional expenditures may added to the 2020 final accounting. These will include 6 staff computer replacements. Staff had been on virtual thin-clients, but time and time again they had proven to be problematic and unable to perform necessary functions so staff machines were replaced with standard desktops.
 - For the patron workstations, thin-clients are typically capable of handling web-browsing sessions and Microsoft Office, but they do struggle with video playback. The Board inquired about replacing these as well. The current units are 5 years old now; we should plan a set replacement cycle on a rotating basis (1/3 of the units at a time).
- **Preliminary 2020 Revenue:** Several categories are low (rentals, printing, sales), but it is to be expected due to the building being closed for 2.5 months, and shortened hours/limited services since then. The *Interest on Investments* revenue will be totaled during the Finance Audit, and Renee will follow-up on what is included in the *Other Miscellaneous Revenue*.

Old Business:

1. **Policy Review: Internet Policy:** Renee had red-lined the existing policy, and presented to the Board; there were no significant changes needed. This policy is heavily influenced by MN State Statute 609.541.1-4, which has not changed since the last policy review. **A motion to approve the revised 2021 version of the Lost and Damaged Materials Policy was made; it was seconded and approved via roll-call vote.**

New Business:

1. **Art Exhibit Request (CH Centennial Quilt):** As part of the Columbia Heights Centennial Celebration, a historically-focused community quilt was commissioned. Rachel Meyers and Alison Marzolf (of the Library staff) spearheaded

the project with the help and support of quilt-minded community volunteers and City staff. All the squares have now been created and pieced together, and the quilt has been sent off for the finishing work (an estimated 4-6 weeks). The Library was chosen to host the inaugural Quilt display; to be hung from a beam near the display case or along the glass wall of the lobby (final placement will depend on dimensions and weight of the finished quilt).

A motion to approve the Centennial Quilt Art Exhibition Application was made, seconded, and approved by roll-call vote.

Items from the Floor:

- **Catherine Vesley Resignation & CH Board/Commission Term Limits:** Today Catherine Vesley turned in her Letter of Resignation in response to the City Council's effort to impose term limits on the City's Board and Commission members. It is unknown whether Catherine was informed via official or unofficial channels, but her current term was set to expire in April. Term Limits are not yet official, but a vote before April is likely, and current speculation is that members will be limited to 2 consecutive 3-year terms (Catherine has served since April 2000). Nick Novitsky & KT Jacobs assured the Board that they have put a lot of consideration into the term limit debates, and they are not trying to penalize dedicated City volunteers, but they acknowledged that it could be taken that way. They mentioned that every Board/Commission have members that will be affected by term limits. There are pros/cons to both sides of the debate. The Board seemed to understand the viewpoint of the Council, but emphasized how invaluable Catherine's experience, knowledge, and devotion is to our particular Board; there is value in having consistency (not having constant member turnover), but also value in new members with fresh ideas and diversity. Our Board has already suffered the death of Pat Sowada, and now the loss of Catherine Vesley; it can feel disheartening. The Board would like to show their appreciation for Catherine's many years of service (yet to be determined how), and they feel that the City should find a way to also acknowledge the work of Catherine and others that have volunteered their time and energy to the City for so long.
- **Board Quorum:** With 3 members now, a quorum will consist of two members until new members are appointed.
- **Columbia Academy:** We do not yet have statistics on the usage of digital Library Cards that were distributed to students of Columbia Academy; we should have them this summer after the school year finishes. Bri has offered to host Zoom classes assist students and boost usage and has reached out to school staff for feedback.
- **Kanopy:** Is now available to Columbia Heights patrons, and will be promoted in the next City Newsletter. We don't have any statistics yet on usage, but Chris said he has been using it both at-home and in the classroom.
- **Municode:** The City recently adopted a platform called Municode, which will digitally manage public meetings of the City Council and the City Boards/Commissions. Renee and Nick have had orientation on the software, and will receive additional training next week, in hopes that we will be able to use it for the March meeting.
- **New ACL Director (Colleen Haubner):** Renee has not yet had the opportunity to meet the new Director, but tomorrow morning will be the first ACL Management Team meeting since Colleen started.
- **Centennial Celebration:** How will the Library be involved in the Centennial? We hosted a "Bootstrap Town" Discussion last fall, and will have another one this year; planned audiobook adaptation of "Bootstrap Town"; Kathy Super from the Friends of the Library has been updating our display case with historic items decade-by-decade (currently the 1970's); and Centennial Quilt creation/exhibition. Nick Novitsky will have more Centennial information for us at the next Board meeting.

There being no further business, a motion to adjourn was made at 6:13pm, and seconded.

Respectfully submitted,

N

Nicholas P. Olberding
Recording Secretary, Library Board of Trustee

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
February 3rd, 2021

240-45500

2000: Office Supplies				
Office Depot	145641329001		Double-Sided Tape	<u>15.68</u>
				15.68
2020: Computer Supplies				
Office Depot	146532874001		USB-C to HDMI Cable	<u>40.99</u>
				40.99
2025: Automated Circulation System Supplies				
Minitex	102070		RFID Tags (6000)	<u>1,197.00</u>
				1,197.00
2170: Program Supplies				
Office Depot	146132084001		Laminating Pouches	54.99
Scholastic, Inc.	26844063		Youth Paperbacks (25)	99.00
Cortni O'Brien (reimbursement)	Amazon.com		Notebook/Journals (6)	41.44
	Amazon.com		Paint Brushes	<u>6.95</u>
				202.38
2171: General Supplies				
Trio Supply Company, Inc.	656203-00		TP, Tissues, Towels, Bags	<u>477.98</u>
				477.98
4000: Maintenance and Repair				
Marco Inc.	INV8337971	2763	CpyMaint 011521-021421	94.20
	INV8337971	2763	CpyOverage 121520-011421	17.35
	INV8337972	2763	PtrMaint 011521-021421	38.23
Tech Logic, Inc.	RC003650		Annual Maintenance/SSA	<u>9,180.00</u>
				9,329.78

262-45017: 21st Century Grant

2170: Program Supplies				
Office Depot	150398536001		Scissors, Cups, Dice	106.16
	150429454001		Glue	4.86
Blick Art Materials, LLC	142021		Brushes, Tempera, Etc.	136.51
Barnes & Noble, Inc.	4063631	6263610	Teen Book Club Books	127.50
Brianna Belanger (reimbursement)	Amazon.com		LED Diodes, Batteries	<u>12.97</u>
				388.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
February 17th, 2021

240-45500

2170: Program Supplies

Baker & Taylor	2035752541	4092-2170	Books	23.90
	2035755703	4092-2170	Books	10.38
Office Depot	151726843001		Glue, Sharpies, Pencils	<u>62.68</u>
				96.96

2180: Books

Baker & Taylor	2035722906	4094JS	Book	7.75
	2035730165	4067J	Book	9.97
	2035730165	4073A	Book	14.40
	2035730165	4077A	Book	14.40
	2035730165	4085A	Books	26.56
	2035730165	4086J	Book	7.20
	2035730165	4087J	Book	9.97
	2035730165	4088A	Books	36.00
	2035730165	4097A	Books	57.07
	2035733666	4094JS	Books	22.28
	2035734574	4098A	Books	616.98
	2035735230	4099J	Books	307.73
	2035738725	4032A	Book	15.51
	2035739060	4098A	Book	16.06
	2035739060	4100J	Books	376.40
	2035752541	4068J	Book	5.82
	2035752541	4079A	Book	16.06
	2035752541	4085A	Book	14.40
	2035752541	4086J	Book	5.53
	2035752541	4090A	Books	24.02
	2035752541	4098A	Books	29.80
	2035752541	4099J	Books	20.76
	2035752541	4100J	Book	14.37
	2035752541	4101A	Books	420.60
	2035755503	4094JS	Book	7.20
	2035755703	4099J	Books	6.48
	2035755703	4101A	Book	16.06
	2035755703	4102J	Books	355.37
	2035762041	4077A	Book	14.96
	2035762041	4089J	Book	6.09
	2035762041	4099J	Books	17.14
	2035762041	4101A	Books	32.67
	2035762041	4102J	Book	9.97
	2035762041	4103J	Books	576.41
	5016684186	4093AS	Book	<u>239.84</u>
				3,371.83

Cengage Learning Inc.	73089320	4095AS	Large Print Books	28.49
	73089884	4096AS	Large Print Books	<u>28.49</u>
				56.98

2181: Periodicals, Magazines & Newspapers

J.D. Power and Associates	ORD104303	C024284	NADA Used Car Guides	<u>106.06</u>
				106.06

2189: DVDs

Midwest Tape	99939911	110920	DVDs (Adult)	<u>41.23</u>
				41.23

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 February 17th, 2021

3050: Expert & Professional Services

Unique Management Services, Inc.	599091	2307	January Placements	<u>26.85</u>
				26.85

262-45017: 21st Century Grant**2170: Program Supplies**

Office Depot	150429453001		Green Straw Paper	13.99
Blick Art Materials	5630617	119202121c	Twine, Beads, Buttons...	212.84
	5647312	119202121c	Do-A-Dot Art Class Pack	72.00
Brianna Belanger (reimbursement)	Michaels		Paint, Lanyards, Hooks	71.85
	Oriental Trading		Catapult Craft Kits	<u>39.97</u>
				410.65

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2021

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2021	Yr to Date			
		3/3/2021	January	February		
1000	ACCRUED SALARIES		10,291.41			
1010	REGULAR EMPLOYEES	442,600	34,728.95		407,871	8%
1011	PART-TIME EMPLOYEES	114,100	6,700.28		107,400	6%
1020	OVERTIME REG. EMPLOYEES	1,000	39.56		960	4%
1070	INTERD. LABOR SERVICE	2,000			2,000	0%
1210	P.E.R.A. CONTRIBUTION	41,800	2,951.91		38,848	7%
1220	F.I.C.A. CONTRIBUTION	42,800	3,055.70		39,744	7%
1225	FLEX BENEFIT FICA	0	20.09		-20	#DIV/0!
1300	INSURANCE	82,100	6,509.89		75,590	8%
1510	WORKERS COMP. INS. PREMIUM	4,500	271.00		4,229	6%
2000	OFFICE SUPPLIES	1,200	0.00	15.68	1,184	1%
2010	MINOR OFFICE EQUIPMENT	500	0.00		500	0%
2011	COMPUTER EQUIPMENT	900	118.62		781	13%
2020	COMPUTER SUPPLIES	100	0.00	40.99	59	41%
2025	AUTOMATED CIRCULATION SYSTEM SUPPLIES	2,600	0.00	1,197.00	1,403	46%
2030	PRINTING & PRINTED FORMS	900	0.00		900	0%
2170	PROGRAM SUPPLIES	1,500	20.00	299.34	1,181	21%
2171	GENERAL SUPPLIES	5,000	0.00	477.98	4,522	10%
2175	FOOD SUPPLIES	200	0.00		200	0%
2180	BOOKS	56,000	726.22	3,428.81	51,845	7%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	169.50	243.05	6,087	6%
2183	E-BOOKS	8,000	0.00		8,000	0%
2185	COMPACT DISCS	5,500	29.99		5,470	1%
2187	BOOK/CD SET	500	0.00		500	0%
2189	DVD	6,300	15.73	41.23	6,243	1%
2190	DOWNLOADABLE VIDEO	2,500	0.00		2,500	0%
2990	PURCHASE FOR RESALE	300	0.00		300	0%
3050	EXPERT & PROFESSIONAL SERVICE	18,700	0.00	26.85	18,673	0%
3105	TRAINING & EDUCATION	500	0.00		500	0%
3210	TELEPHONE	1,350	0.00		1,350	0%
3220	POSTAGE	250	0.00		250	0%
3250	OTHER COMMUNICATIONS	2,650	201.03		2,449	8%
3310	LOCAL TRAVEL EXPENSE	700	0.00		700	0%
3600	INSURANCE & BONDS	8,700	725.00		7,975	8%
3810	ELECTRIC	34,200	0.00		34,200	0%
3820	WATER UTILITIES	2,800	0.00		2,800	0%
3830	GAS	9,100	0.00		9,100	0%
3850	SEWER UTILITIES	3,000	0.00		3,000	0%
4000	REPAIR & MAINTENANCE	16,300	0.00	9,329.78	6,970	57%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	3,183.33		35,017	8%
4020	BUILDING MAINTENANCE	27,100	0.00		27,100	0%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	72,100	0.00		72,100	0%
4050	GARAGE, LABOR BURDEN	400	60.09		340	15%
4310	CREDIT CARD FEES	300	0.00		300	0%
4330	SUBSCRIPTION, MEMBERSHIP	650	0.00		650	0%
4375	VOLUNTEER RECOGNITION	200	0.00		200	0%
7100	OPERATING TRANSFER OUT	15,150	1,262.50		13,888	8%
	TOTAL	1,081,750	71,080.80	15,100.71	995,568	8%



COLUMBIA HEIGHTS PUBLIC LIBRARY DIGITAL SIGN POLICY

PURPOSE

The Columbia Heights Public Library's primary reason for having a digital sign is to provide relevant information to the community about official library events and services.

GUIDELINES

The Library Director or the Library Director's designee(s), with occasional input from the Communications Coordinator (particularly in regard to City of Columbia Heights items,) will determine which items should be posted on the sign.

Events and services provided by organizations that frequently collaborate with the library (i.e. City of Columbia Heights, Independent School District 13, Metro North Adult Basic Education Center, etc.) may be considered for the sign on a case-by-case basis. No guarantees will be made.

Color, wording, and the addition of graphics should be up to the discretion of the Library staff and/or Communications Coordinator.

In order to ensure each notice receives enough display time, there should be no more than six notices programmed for the sign at any given time. Each slide should be displayed for 10 seconds. Ideally, each slide should be simple enough to be read in the few seconds it takes to drive past. If there are already five or more notices on the sign relating to official library business, other notices will be delayed until space becomes available.

Library events should be advertised on the sign at least three days prior to the scheduled event, but no more than a month in advance. All posts should be scheduled to drop off the sign immediately after the advertised event has passed.

All sign requests should be sent to the Library Director.

ALLOWED NOTICES IN ORDER OF PRIORITY

The following types of messages may be approved for display, prioritized in this manner, as space allows:

1. Events and services provided or sponsored by the Columbia Heights Public Library
2. Events and services provided or sponsored by the City of Columbia Heights
3. Events and services provided or sponsored by the Columbia Heights Library Foundation
4. Other government entities operating within the City (i.e. Independent School District 13 and schools operated by the District)
5. Other government entities operating in conjunction with the City (i.e. Anoka County Library)
6. Events and services provided or sponsored by an organization that frequently partners with the library
7. Non-profit, nonpolitical organizations putting on a major community event that involves participation from Library staff (i.e. The Lion’s Club Jamboree Parade)
8. Non-profit, nonpolitical organizations that frequently partner with the City (i.e. SACA)
9. A congratulatory message (i.e. “Congratulations to the Citizen of the Year Award Winner...”) or a special milestone birthday, retirement or anniversary notice
10. Public service announcements regarding literacy, library services, or library values.

UNALLOWED NOTICES

The following types of messages shall never be approved for display:

1. For-profit advertisements
2. Notices in favor of or against a political message or candidate, or of an event in favor of or against a political message or candidate
3. Notices of exclusive or private events
4. Religious messages
5. Notices of non-City events from organizations that do not frequently partner with the library and do not involve library staff

Approved _____

Columbia Heights Public Library Board of Trustees _____
Patricia Sowada, Chair

Adopted 11/7/2018

COLUMBIA HEIGHTS PUBLIC LIBRARY

ORGANIZATION BORROWING POLICY

PURPOSE: To define the two types of organization borrowing (bulk loan and deposit collection) and to outline procedures for circulation and statistic gathering.

GUIDELINES: Holders of organization cards may ~~quality~~ qualify for either or both of two programs: bulk loan and deposit collection. An Organization Card is available to the following organizations in Columbia Heights:

- | | |
|-----------------------------|---|
| 1. Government Agencies | 5. Civic groups |
| 2. Group housing facilities | 6. Schools (public, private, home, charter) |
| 3. Churches | 7. Licensed childcare facilities |
| 4. Businesses | |

The Organization card application form must be completed and signed by ~~someone~~ staff authorized to commit the organization to any expenditures necessary to reimburse Columbia Heights Public Library for late fees/fines as well as fees for lost or damaged materials checked out on the card. The organization may include the names of up to five authorized borrowers on the application. It is the responsibility of the organization to notify the library of any change in the list of authorized borrowers.

1. The card must be presented by an authorized borrower at the time of check out.
 2. Agencies are responsible for all overdue fines, damaged fees, and/or replacement costs incurred on materials ~~charged out~~ borrowed on the Organization Card.
 3. Notices of overdue, lost or damaged materials will be mailed to the corporate address. If the organization provides an email address, these notices will be sent by email. ~~In addition, a~~ A courtesy notice of materials due in three days is sent to organizations providing an email address.
- 1) **Bulk loans** make a large quantity of library materials available to groups beyond the limits of the library building
 - a) Overdue fines, as well as damage and replacement fees will be assessed.
 - b) A maximum of 100 items may be checked out for 45 days. Materials are not renewable.
 - 2) **Deposit collections** make library materials available off-site to persons who either have limited or no access to the library building (e.g. senior citizen housing).
 - a) No overdue fines will be assessed; agencies will be responsible for damage and replacement fees.
 - b) Materials are selected by a librarian after arrangements with the agency have been made for ~~pick up~~ pickup and delivery of the collection. The size of the collection will also be determined at this time.
 - c) Agencies must provide space for materials, and one staff member will serve to oversee the collection and communicate with library staff.
 - d) The borrowing agency will provide a format for recording the use of the collection within the off-site facility. The library requires these statistics for annual reports.

Approved: _____

Columbia Heights Public Library Board of Trustees _____
Barbara E. Miller, Chair

Adopted October 5, 1999
Revised 6/3/03; 5/31/07; 9/4/07; 3/3/2021