



**LIBRARY BOARD**  
**Library—Community Room, 3939 Central Ave NE**  
**Wednesday, May 03, 2023**  
**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, 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.

**CALL TO ORDER**

- 1. Approve the Agenda**
- 2. Review/Approve Library Board Minutes from April 5, 2023**
- 3. Review 2023 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.

**OLD BUSINESS**

- 4. Update on Council Action on Meeting Room Usage Policy**
- 5. Staffing Update**
- 6. Book Sale during Citywide Garage Sale**
- 7. Possible Program with Artist, Jeffrey Berger?**

**NEW BUSINESS**

- 8. New Format for the Library Collection**
- 9. New Public Multifunction Printer/Copier**
- 10. 21st Century Community Learning Centers (Cohort 9) Grant Application**
- 11. 2024 Budget**

**DIRECTOR'S UPDATE**

- 12. March Board Report**

**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.*



**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
3939 Central Ave NE, Columbia Heights, MN 55421  
**BOARD OF TRUSTEES: MEETING MINUTES**  
Wednesday, April 5<sup>th</sup>, 2023

Drafted  
4/6/2023

**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 Gerri Moeller at 5:30pm.

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

1. The **Agenda** was amended by Renee to include two additional items: an Art Exhibition request by artist, Jeffrey Berger; as well as a request to the Library Board for a member to accompany Renee to a meeting of the ACL Library Board on May 22<sup>nd</sup> at Northtown Library. The Amended Agenda was **moved and unanimously approved.**
2. **Oath of Office:** Sara Ion was in attendance to swear in our new member, Melanie Magidow and give an overview of the duties, expectations, and Open Meeting rules before the meeting's Call to Order. Board introductions were made during this portion of the meeting. Welcome to the Library Board of Trustees, Melanie :)
3. **Annual Elections of Board Officers:** A nomination of Gerri Moeller as Chair, and Rachelle Waldon as Vice-Chair were made; both accepted the nominations; **a motion was made to appoint Gerri Moeller as Chair and Rachelle Waldon as Vice-Chair, it was seconded and unanimously approved.**
4. The **Minutes** of the **March 1, 2023**, Board Meeting were **moved and unanimously approved.**
5. **Review Operating Budget (2023):** 24% of the year and 20% of the budget encumbered; no concerns raised.

**Community Forum:** Opportunity for public input. No correspondence, or members of the public in attendance.

**Old Business:**

6. **Update on Recommended Changes to the Meeting Room Usage Policy:** Justice informed the Board that this issue was discussed by the City Council at their recent Work Session, and there was an agreement on **removing the rental fee for the room and prohibiting food**, but the Council was split on the **restricting hours** to only Library open hours. The Council cited that some community groups (e.g. HeightsNEXT) organize events that only work outside of the Library's weekly schedule (City-sponsored events like public meetings, election polling, and the NE Business Council would still be able to meet outside of open hours); they would like the Library Board to discuss this aspect further. The Board discussed ideas around refundable damage deposits, trusted groups, and security monitoring, but it kept coming back to safety. There were worries about the safety of the building, library/custodial staff, and the groups themselves (as the external doors would remain unlocked during the duration of meetings and groups would not be able to restrict anyone who seeks to enter the building). After discussion, the Library Board still agreed that the room use should be restricted to library operating hours, but they are open to revisiting the issue in the future if anything changes, or if data suggests that the need for extended hours are needed.
7. **Staffing Update:** One hired Page has made it through training and is now on the regular schedule. Our second hire, due to a family emergency, had to move out of state. Another interviewee was offered the position and will begin training next week. We will soon be fully staffed.

**New Business:**

8. **Approve Submission of the 2022 Minnesota Public Library Annual Report:** The Library Board was excited to see

that gate-count (visits), circulation (check-outs), program count, program attendance, and volunteering had all increased from the previous year. It was noted that during the pandemic it was clear patrons were less interested in virtual events and programming (which continued long after the Library itself re-opened to the public in June of 2020). A **MOTION was made to approve the submission of the Minnesota Public Library Annual Report for 2022; it was moved and unanimously approved.**

## Director's Update:

9. **February Board Report:** Provided as an FYI; no discussion.
10. **Art Exhibition Request (Jeffrey Berger):** The application has yet to be submitted, but the artist spoke with Renee, and even dropped off the woodblock series (Titled: La Bestia) for the Board to preview.
  - a. Notes from the artist:  
*In order to reach the United States, people sometimes ride La Bestia (The Beast) - freight trains on the rail network running from Mexico/Central America to the southern border of the United States. Immigrants who make these journeys face great risks. There are many photos on the internet of people traveling in this way. Those photos provided the starting points for most of the woodblock prints. Today, and throughout our history some have promoted stories targeting immigrants (especially immigrants without documents) as dangerous threats to society as a means of gaining political power for themselves. I hope these prints help defeat those false stories.*
  - b. Proceeds from sales of these prints will be donated to: **Immigrant Law Center of Minnesota** (which provides immigration legal assistance to low-income immigrants and refugees), and **Raices Sagradas** (Sacred Roots) which provides mental health services for uninsured Spanish speaking immigrants.

Artwork sales will not occur in or via the Library, instead contact information for the artist will be displayed with the art for interested buyers. A **MOTION was made to pre-emptively approve the Art Exhibition by artist Jeffrey A. Berger it was seconded, and enthusiastically approved!**

11. **Invitation to accompany Renee Dougherty to the May 22 Anoka County Library Board Meeting:** Renee was invited to attend the May 22 ACL Board Meeting to present the history and mission of the Columbia Heights Public Library; Carrie and/or Rachelle said they would be available to attend the meeting with Renee.
12. **From the Floor:**
  - a. **Puzzle Contest:** Carrie and Chris both attended the Friends of the Library Puzzle Contest on March 25; they were very happy with the event, saying that it brought in first-time visitors, it was very engaging, and that we should host more events like this in the future.
  - b. **Book Sale:** The Board would like to continue discussions of a potential book sale at the next meeting. On a side-note: the Library's Book Sale Cart is Buy-One-Get-One-Free for the month of April in honor of National Library Week.
  - c. **National Library Week (April 23-29):** Renee has submitted our NLW Proclamation to the City Council for presentation at the April 24<sup>th</sup> Council meeting.
  - d. **Library Board Public Engagement Presentations:** The Board would like to continue discussing outreach opportunities to local community groups using the staff-created PowerPoint presentation.
  - e. **HF1974/SF1911:** Senator Kunesh has introduced legislation to provide funding to public school libraries/media centers. Also noted, Columbia Academy's Media Center is open to students thanks to a dedicated group of volunteers.
  - f. **March Meeting:** The Board wanted to let Renee know that Cortni did a great job hosting the March meeting in her absence. Job well done, thank you Cortni!

There being no further business, a motion to adjourn was made and seconded at 6:44 pm; the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 4/30/2023  
 Fiscal Year Completed: 32.88%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 04/30/2023	ACTIVITY FOR MONTH 04/30/2023	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	496,500.00	138,840.70	36,921.00	0.00	357,659.30	27.96
41011	PART-TIME EMPLOYEES	134,200.00	27,368.28	8,257.75	0.00	106,831.72	20.39
41020	OVERTIME-REGULAR	800.00	186.92	54.98	0.00	613.08	23.37
41070	INTERDEPARTMENTAL LABOR SERV	1,000.00	0.00	0.00	0.00	1,000.00	0.00
41210	P.E.R.A. CONTRIBUTION	45,300.00	12,632.54	3,259.49	0.00	32,667.46	27.89
41220	F.I.C.A. CONTRIBUTION	47,700.00	12,710.13	3,450.63	0.00	34,989.87	26.65
41300	INSURANCE	79,600.00	26,338.52	6,584.63	0.00	53,261.48	33.09
41510	WORKERS COMP INSURANCE PREM	4,600.00	1,371.39	350.89	0.00	3,228.61	29.81
42000	OFFICE SUPPLIES	1,200.00	135.45	0.00	0.00	1,064.55	11.29
42010	MINOR EQUIPMENT	100.00	68.37	0.00	0.00	31.63	68.37
42011	END USER DEVICES	3,600.00	300.51	0.00	0.00	3,299.49	8.35
42030	PRINTING & PRINTED FORMS	800.00	72.00	0.00	0.00	728.00	9.00
42170	PROGRAM SUPPLIES	1,600.00	110.92	0.00	0.00	1,489.08	6.93
42171	GENERAL SUPPLIES	7,300.00	1,856.85	124.13	0.00	5,443.15	25.44
42175	FOOD SUPPLIES	100.00	2.62	0.00	0.00	97.38	2.62
42180	BOOKS	53,000.00	8,613.27	6.55	0.00	44,386.73	16.25
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	1,530.01	0.00	0.00	6,269.99	19.62
42183	E-BOOKS	8,000.00	0.00	0.00	0.00	8,000.00	0.00
42185	COMPACT DISCS	5,000.00	655.85	0.00	0.00	4,344.15	13.12
42187	BOOK/CD SET	500.00	0.00	0.00	0.00	500.00	0.00
42189	DVD	6,500.00	880.05	161.90	0.00	5,619.95	13.54
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	6,300.00	1,230.74	251.43	1,200.00	3,869.26	38.58
43105	TRAINING & EDUCATION ACTIVITIES	800.00	0.00	0.00	0.00	800.00	0.00
43210	TELEPHONE	900.00	184.96	0.00	0.00	715.04	20.55
43220	POSTAGE	200.00	60.78	0.00	0.00	139.22	30.39
43250	OTHER TELECOMMUNICATIONS	3,100.00	741.85	0.00	0.00	2,358.15	23.93
43310	LOCAL TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00
43600	PROP & LIAB INSURANCE	10,800.00	2,700.00	0.00	0.00	8,100.00	25.00
43800	UTILITY SERVICES	6,200.00	1,204.46	0.00	0.00	4,995.54	19.43
43810	ELECTRIC	39,000.00	6,124.94	1,501.72	0.00	32,875.06	15.70
43830	GAS	8,400.00	6,409.95	1,595.72	0.00	1,990.05	76.31
44000	REPAIR & MAINT. SERVICES	19,300.00	10,229.64	0.00	4,862.13	4,208.23	78.20
44010	BUILDING MAINT:INTERNAL SVCS	40,900.00	10,224.99	0.00	0.00	30,675.01	25.00
44020	BLDG MAINT CONTRACTUAL SERVICES	27,800.00	8,404.42	2,722.00	15,899.00	3,496.58	87.42
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	19,600.00	6,073.13	3,473.13	10,419.39	3,107.48	84.15
44040	INFORMATION SYS:INTERNAL SVC	83,600.00	20,900.01	0.00	0.00	62,699.99	25.00
44050	GARAGE, LABOR BURD.	200.00	0.00	0.00	0.00	200.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	600.00	0.00	0.00	0.00	600.00	0.00
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00
45180	OTHER EQUIPMENT	10,000.00	1,054.19	0.00	0.00	8,945.81	10.54
47100	OPER. TRANSFER OUT - LABOR	18,000.00	4,500.00	0.00	0.00	13,500.00	25.00

<b>TOTAL EXPENDITURES:</b>	<b>1,201,900.00</b>	<b>313,718.44</b>	<b>68,715.95</b>	<b>32,380.52</b>	<b>855,801.04</b>	<b>28.80</b>
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<b>LIBRARY COMMUNITY ROOM USE SUMMARY (2019-2023)</b>					
<b>HOURS OF USE</b>	<b>For Library programs</b>	<b>By City departments</b>	<b>By the Community</b>	<b># OF RENTAL EVENTS</b>	<b>REVENUE</b>
2019	479 hours	36 hours	391 hours	12 (after hours)	\$675
2020					
2021	163 hours	40 hours	19 hours	4	\$175
2022	368 hours	42 hours	45 hours	8	\$650
2023 (Jan-Apr)	121 hours	12 hours	13 hours	2	\$100

## Columbia Heights Public Library Library Board Report – March 2023

### BUILDING

- One of the two heating boilers failed. Unit two continues to “lock out” for unknown reasons. Facilities maintenance supervisor Eric Hanson is seeking diagnosis and bids for repair or replacement. Both boilers were installed in 2016 and seem too young to fail.
- Horowitz performed quarterly maintenance and filter changes on the underfloor variable air volume control units.
- The community room walls were repaired and repainted. Public restroom paint was touched up.
- The library was not cleaned March 21 – 25 due to a custodial staffing shortage.

### TECHNOLOGY

- Marco repaired the staff copier.
- Staff met with vendors about replacing the public multifunction printer/copier this summer when new equipment is purchased for other city departments.

### COLLECTION

- Book displays included Women’s History month, books set in Ireland, and new materials.
- The glass display case featured puzzles to promote the puzzle contest sponsored by the Friends of the Library.
- Juvenile books on American Sign Language, and series replacements for *Dog Man*, *Captain Underpants*, *Dork Diaries*, and *Hilo* were ordered.
- Vox Books will be added soon. Vox publishes picture books with a built-in audio player and small speaker. Kids can listen using the speaker or headphones. Vox Books will eventually replace the mixed media picture book/CD kits.
- Weeding was completed in adult nonfiction 100-200.

PROGRAMS, VIRTUAL EVENTS,	DATE	INTENDED AUDIENCE	ATTENDANCE
English Language Conversation Circle	03/02	Adult	3
Daycare Storytime	03/03	Children (0-5)	22
Doug Ohman’s MN from the Road: Mpls Gems	03/04	Adult	55
Family Storytime	03/06	Children (0-5)	46
English Language Conversation Circle	03/06	Adult	3
Tinker Time: Slime	03/07	Children (6-11)	14
English Language Conversation Circle	03/09	Adult	4
Family Storytime	03/13	Children (0-5)	25
English Language Conversation Circle	03/13	Adult	5
Book Club: <i>Chronicles of a Radical Hag</i> with Lorna Landvik	03/15	Adult	12
English Language Conversation Circle	03/16	Adult	3
Wine and Words Book Club (Murzyn)	03/17	Adult	13
Family Storytime	03/20	Children (0-5)	28
English Language Conversation Circle	03/20	Adult	7
Tinker Time: Let’s Clay Tasty Treats	03/21	Children (6-11)	22
English Language Conversation Circle	03/23	Adult	4
Write Your Life with the Loft	03/24	Adult	17
Friends’ Puzzle Contest	03/25	Adult	31
Family Discovery DIY Birdfeeders	03/25	Children (6-11)	23
Family Storytime	03/27	Children (0-5)	45
English Language Conversation Circle	03/27	Adult	7
Native American Beadwork	03/28	Teen	8
English Language Conversation Circle	03/30	Adult	2
Children’s Area Scavenger Hunt (self-directed)			56

**STAFF**

- Eliza Pope, Youth Services Librarian,
  - Reports new families at storytime due to the hiatus of CHPS’s ECFE program.
  - Joined four staff from Elpis Enterprises to assist children of all ages with building birdfeeders from recycled wood at a Family Discovery Saturday program. Elpis supplied precut birdfeeder pieces and wooden jigs to make assembly achievable for kids. Elpis staff taught kids (and adults) how to hold a hammer, to nail together the pieces of the birdfeeder, and to use a power drill to drill the hole to hang it.
  - Attended multiple 21<sup>st</sup> Century Community Learning Center (21CCLC) grant meetings with Jodi Gadiant and Katie Holznagel to create a summer workplan to ensure hours are distributed between the CHPS locations, Columbia Heights Library and Recreation while meeting grant requirements.
- Cortni O’Brien, Adult Services Librarian,
  - Staffed the Library Board and city division head meetings during the Director’s vacation.
  - Served as staff liaison to the Friends of the Library at their meeting on March 9.
  - Delivered materials to eight “At-Home” patrons.
- Renee Dougherty, Library Director,
  - Participated in strategic planning with Anoka County Library branch managers and senior management, and Wilder Research facilitators.
  - Met with recreation and school district staff to prepare an application for Cohort 9 of 21CCLC funding.
  - Met with Library Supervisor Georgia Cook and Library Clerk Winnie Coyne for their annual performance evaluations.
- Millie Onofre-Giles started training as a Library Page on March 20. A second Page was hired but did not start due to an unplanned relocation for a family health emergency.
- Library Aide Farrah Briest presented storytime during the Youth Services Librarian’s vacation.



**MISCELLANEOUS**

- Minnesota author Lorna Landvik visited the book club at the invitation of one of the members.
- A young man sleeping in the women’s room and lobby, and injecting drugs in the lobby trespassed from the building on March 14.

PUBLIC COMPUTER USE	2023	2022
Users	1,058	962
Sessions	1,586	1,406
Minutes	66,132	51,999

FACILITY USE	2023	2022
Visitors	6,919	6,274
Study & Meeting Room Use	250	217

VOLUNTEERS	Total	Hours
Adult	10	61
Teen	0	0