



COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, October 7th, 2020

Approved
11/4/2020

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 Chair, Catherine Vesley at 5:30pm.

Members physically present: Catherine Vesley; Teresa Eisenbise; Tricia Conway; Nick Novitsky (Council Liaison). **Member remotely present:** Christopher Polley. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary); Kay "KT" Jacobs (Resident). **Absent:** The late, great, Pat Sowada.

It is with a heavy heart that Catherine Vesley acknowledged last week's unexpected passing of the beloved Patricia "Pat" Sowada. Our grief and condolences go out to the Sowada family; the Board, the Library family, and everyone who's lives she touched in the community will miss her dearly. Pat was very socially and civically involved in the community; an avid gardener with an impressive Hosta garden; a long-time teacher, and an instrumental member of SisterCities and other community organizations (including 31 years on the Columbia Heights Public Library Board). Always receptive, positive, and kind, her endearing heart and smile are a great loss to all of us who knew and loved her. Cheers, Pat.

The **Minutes** of the **September 2nd, 2020**, Board Meeting were moved and **approved** unanimously via roll-call vote.

The **Bill Lists** dated **September 2nd, 9th, and 23rd, 2020**, were reviewed; All were moved, seconded, and **approved** unanimously via roll-call vote.

Questions and discussions on Bills and Accounting:

- **Books, Books, and More Books:** The Board was happy to see all the new material purchases, including Large Print editions, Audiobooks, CDs, DVDs, and Youth book and CD combo Sets.
- **Orkin Inspection:** Every-other-month inspection as part of an all-city building pest control contract.
- **Printer Overage:** Under the service contract for the printers/copiers, we have an allowance of B/W and Color pages—over those limits we are charged per page. Costs are recouped by patron printing fees.
- **Flagpole Repair:** Pulley mechanism had seized up, and was repaired.
- **Michael Magnuson Memorial:** Financial bequest for the purchase of mystery/suspense books.
- **Book/CD Set (2187):** Bri Belanger feels this collection is in need of expansion, so the budget line is currently overspent. No need to transfer funds at this time.
- **Garage/Labor Burden (4050):** This is an inter-departmental transfer done by finance to cover costs incurred by Public Works for work done on the Library property.

New Business:

1. **Policy Review:** With guidance from similar policies from other Libraries and previous input from the Board, Renee had made updates to these policies ahead of time; red-lined drafts of these were included in the Board Meeting Packet for review and discussion with the Library Board. Eisenbise was curious about future changes to policies; policies can be modified as needed in the future, and each policy should be reviewed at least every 5 years going

forward. After minor changes (see below), **all three Policies were moved and approved by a roll-call vote.**

- a. **Collection Development Policy:** The Board appreciates that the CHPL is guided by the Library Bill of Rights' Freedom to Read and Freedom to View appendixes from the American Library Association (why reinvent the wheel?). A few minor changes to language were made to include parents and guardians, and a change from annual book sale to sale cart (as we do not hold a book sale anymore). Christopher Polley asked about the previous designation of 65% for adult items and 35% for youth items was removed; Renee felt it didn't allow for as much flexibility, and this designation boxes us in. The policy mentions a Request for Reconsideration Form in the Complaints section; the Board will review this form at a later date. In addition to developing a more extensive non-English language collection, Catherine Vesley would like to see us increase our local history selection.
- b. **Data Policy of Library Records:** This policy is a reflection of Minnesota State Statute 13.40, so the only change made during the meeting was to remove "telephone" from the policy, so that it covers in-person and e-mail account inquiries as well.
- c. **Distribution of Free Materials (brochures, newspapers, periodicals, etc.):** The Board felt this policy was straight-forward enough to not need any more changes, and they were content with the Director making decisions on a case-by-case basis. Examples of approved publications had already been removed from the policy because specific titles change over time, and it was not necessary to have them listed.

Items from the Floor:

- **Pat Sowada Memorial:** Catherine will procure a card for the Board, and will initiate a donation on the Board's behalf if there is any announcement of a scholarship or grant fund set up in Pat Sowada's name. (CV)
- **2021 Detail Budget Book:** Being prepared now for presentation to the City Council at the November work session. (RD)
- **Permeable Pavers:** Replacement pavers and seal-coating look great; glad to see them repaired. (TE)
- **ISD-13 Digital Cards:** Status unknown; the district was given digital-access Library Card #'s for all students at Columbia Academy, but we are not sure if they have been distributed to the students yet. There was some turnover in the ISD Media Department which may have postponed distribution. Christopher and Teresa will both reach out to their ISD contacts to get an update, and move it forward. Chris thinks elementary students would highly benefit from this program too, especially in times like we are in. (CP)
- **Grab-&-Go Discovery Kits:** The Board was impressed by the initiative of trying to reach patrons (especially youth) in these socially distanced times; they feel these are good educational tools, and positive distractions. (TC)
- **Native Pride Event:** Teresa thought this was an amazing program, and happy that we can provide outdoor events like this as the weather permits. A Bilingual Puppet Show will happen this coming Saturday, too. (TE)
- **Gatecount/Circulation:** Compared to this time period last year (September), visits are understandably lower, but circulation of materials higher; suggesting that patrons are visiting less often, but stocking up on materials to stay occupied during the pandemic. (RD)
- **Staffing:** We're adequately staffed at this time with the decreased open hours, and the amount of patrons are manageable (Monday/Saturday likely the busiest days). Our hours and services are less restricted than other Anoka County Libraries and those in immediately surrounding counties. (TC)
- **Be well, and stay safe.**

There being no further business, a motion to adjourn was made at 6:25pm by Catherine Vesley, and seconded.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, Library Board of Trustee