



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

Drafted
11/4/2021

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 832 1433 7849** and **passcode 654514**, or by Zoom at <https://us02web.zoom.us/j/83214337849> 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 Chair Tricia Conway at 5:30pm.

Members physically present: Tricia Conway; Christopher Polley; Teresa Eisenbise; Carrie Mesrobian; Gerri Moeller; Nick Novitsky (Council Liaison). **Members remotely present:** N/A. **Members Absent:** N/A. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary). **Public physically/remotely present:** N/A.

1. The **Minutes** of the **October 3rd, 2021**, Board Meeting were **moved and unanimously approved**.
2. The **Bill Lists** (October 13th & 27th) were reviewed, **moved, and unanimously approved**.
 - a. Questions about "Dia De Los Muertos" crafting program supplies purchased through Etsy; NADA Used Car Guides and School Library Journal subscription; and drywall repair and painting in public restrooms.
3. Operating **Budget Review:** At 83% through the year, 66% of total budget has been expended, not including September payroll and utilities which are not reflected report.
 - a. Bill Lists and Operating Budget will look different starting next month due to the new BS&A Financial Software; it will output real-time data, and allow line item detail on-demand.

Community Forum: New opportunity for citizen input added to meeting agenda this month; Inspired by a letter written to the Library Board by Paul Cram. **No Public in Attendance at this meeting.** Conway mentioned that she had reached out to Paul thanking him for his concern and passion; he was thankful that the Board would add a forum for citizen input to the future meeting. Conway also thanked Foundation members for attending last month's meeting, and apologized for any misunderstandings arising from the discussion. The Foundation had met since then, and several members expressed interest in being involved in the Library Board's Public Art Sub-Committee; two submitted applications to the Board Chair. The Public Art Sub-Committee will be added to next month's Library Board Meeting Agenda.

New Business:

4. **Approve 2022 Library Holiday/Closed Dates:** There were no objections to the proposed dates; **the 2022 Holiday/Closed Dates were moved and unanimously approved.**
5. **Approve 2022 Library Board of Trustees Meeting Dates:** The meeting dates were reviewed; Polley noted that the June 1st Meeting may conflict with CHHS Graduation, but it was not necessary to cancel the meeting. Library Board By-Laws specify meetings occur at 5:30pm on the first Wednesday of each month; there being no cancellations or re-scheduling, no motion was needed to approve the 2022 Library Board Meeting schedule.

Report from the Library Director:

6. **Budget Work Session:** The budget as submitted (without revenue from overdue fines) was reviewed at a Council work session. The decision about going overdue fine free will occur as part of establishing the City fee schedule for 2022. Extensive discussion of the Board's recommendation to eliminate overdue fines occurred. Highlights of the discussion included:
 - a. The City Council could use additional data and statistics surrounding library usage and fines. It was noted that fine amounts billed do not equal dollars actually collected.
 - b. Library fine revenue has decreased over the past decade; 2020 fine revenue collected was \$4,300 (\$3700-overdue fines; \$120-damage fines \$480 lost item fines).

- c. Fines for lost and damaged items would continue to be billed and collected even if overdue fines were eliminated.
 - d. It's difficult to quantify who or how many patrons avoid using the library due to actual or potential overdue fines.
 - e. Patrons use libraries throughout the metro area and different systems have different rules and fines.
 - f. Standardized test scores show low reading proficiency for ISD-13 students. There is a scarcity of libraries and dedicated school library media specialists with the system schools. The Board envisions the public library supporting the district and student learning by making books available through the public library.
 - g. Polley reminded the Board that Heights has some of the lowest per capita income in Anoka County.
 - h. Community parents have many responsibilities in addition to monitoring their children's library borrowing in order to avoid fines.
- 7. Staffing (Page Training, Youth Services Librarian, Library Supervisor):**
- a. Two new Pages finished their training will join the regular schedule in November. Both are Columbia Heights residents; one is a college student who speaks Somali/Arabic/English and the other is a K-12 Spanish teacher.
 - b. The Youth Services Librarian posting garnered 35 applications. Interviews will be scheduled after Veteran's Day.
 - c. A Library Supervisor resigned October 30 to accept a full-time position at Mackin Publishing. The job has been posted.
 - d. The Library Aide has taken over some additional tasks in the interim without a youth services librarian and will receive additional compensation for working out of job class.
 - e. The Library Director participate in second interviews for the City IT Director, as the Library is a major consumer of technology in the City. The City anticipates hiring an IT Director before yearend.
- 8. Survey Questions:** The Library Board wanted to solicit feedback via a community. However, the City has decided to contract out a more comprehensive and statistically significant survey of residents. The prepared questions about library use and awareness have been submitted for inclusion in the city survey.

For Your Information:

- 9. August Operational Reports:** Included in Agenda Packet for informational purposes; no review. There was interest in the "Coding Club" mentioned in the Reports. A kick-off event "Hour of Code" occurred in September to share information with interested kids, then "Coding Club" started in October; hosted by Code Savvy, and funded by the 21st Century Grant. There is a core group of about 5-10 youth involved, and they help guide the direction of the activities (coding, programming, robotics, video games, etc).

From the Floor:

- 10. Agenda Additions from the Board:** Board members were interested in the best way to suggest Agenda item for future meetings; it was advised to send Renee Dougherty (rdougherty@columbiaheightsmn.gov) an e-mail and CC: Nick Olberding (nolberding@columbiaheightsmn.gov) at least a week ahead of the meeting date if they want something added to the agenda.

There being no further business, a motion to adjourn was made at 6:36 pm, and seconded. Meeting adjourned.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees