



COLUMBIA HEIGHTS PUBLIC LIBRARY
3939 Central Ave NE, Columbia Heights, MN 55421
BOARD OF TRUSTEES: SPECIAL MEETING MINUTES
Wednesday, August 4th, 2021

Drafted
8/5/2021

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 832 1433 7849 and passcode 654514 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 Vice-Chair Chris Polley at 5:32pm.

Members physically present: Tricia Conway; Teresa Eisenbise; Carrie Mesrobian; Gerri Moeller. **Members remotely present:** Christopher Polley. **Members Absent:** Nick Novitsky (Council Liaison). **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary); Jane Polley (CHPL Foundation); K.T. Jacobs (CH Lion's Club).

1. The **Minutes** of the **June 23rd, 2021**, Board Meeting were **moved and approved unanimously via roll-call vote**.
2. The **Bill Lists** were reviewed; no objections, just a few questions:
 - a. RFID/Security Gate/Self-Check Maintenance: Planned yearly technology support expense. It's estimated that 75% of patrons use the Self-Service option to checkout (freeing up staff time).
 - b. Harris Directories include listings of all Minnesota Service and Manufacturing companies.
 - c. Quarterly Security Monitoring (\$117) contracted to USA Security Inc.
 - d. Mini Water Heater Replacement. Staff Room point-of-use water heater broke; needed replacement.
 - e. Books...lots of new books :)
3. Operating Budget Review: We're in good shape; approximately 43% spent in 58% of the year.

Old Business:

4. **Update on 2022 Budget Meeting with City Manager & Finance Director:** No substantial changes were advised; although the submitted budget reflects a 5% increase, it was only a 2.2% increase before IT suggested that our public PCs should be replaced this year. In response to the future implementation of a new ERP system (finance/payroll software), we were advised to dissolve the 2025 (automated circulation system supplies) line item (physical items moved to 2171, and ACL notices to 3050). Renee asked for a Board Member to accompany her to the City Council Budget Work Session later this fall (Carrie said she would likely be able to). It was also asked of the Board to write down some budget talking points for the Work Session, by the next meeting.

New Business:

5. **CHPL Foundation Spaghetti Dinner Fundraiser:** Jane Polley was in attendance to inform the Board of the upcoming fundraiser scheduled for September 8th from 4:30-7pm at Murzyn Hall. Jane asked whether any of the members could volunteer for the event: Tricia is unable; Teresa, Carrie, Gerri, and Renee volunteered; Chris Polley needs to check his schedule before committing to it.
6. **Revised Library Meeting Room Use Policy:** At the previous week's Council Meeting, the policy was scrutinized and thoroughly revised without input from the Library Board; the main changes are that all renters will be subject to a \$25/hour charge for use (regardless of whether during library open hours or not), and that room use does not necessarily permit use of the room's technology systems. The Library Board was somewhat perturbed by the City Council pushing this through without their input, and do not fully agree with the direction the revised policy. The Community Room is primarily a programming space for Library events, and secondly a meeting space for community groups and other community enriching events (without a financial barrier). The Board pretty consistently opposed an hourly charge for use, but supported the idea of a refundable damage deposit to hold

renters accountable, although the idea of the room being rented outside of Library hours (when there is no staff, security, or custodian on hand) made them nervous. Also, in pre-pandemic times parking space became an issue during events (a concern of the Council as well); external group events should not create parking issues for regular library users. The Board will be giving this new room use policy more thought, and may bring it back up for discussion at a later date, but as of now, the Council-revised will dictate room use in the interim.

7. **Proposed Change to Library Service Hours:** Renee included some pre-pandemic library usage stats, current hours from other library systems, and some hypothetical options for expanded Library service hours. The Board appreciated the included information to help inform their decision, and quickly narrowed it down to two options (from the 5 suggested). They agreed that it is beneficial to both staff and patrons that we have consistent opening times (10am on all open days), and agreed that it would be better to close on the hour (instead of on the half-hour). **A MOTION was made to adopt Plan "B" Service Hours for the Columbia Heights Public Library effective September 7, 2021; the motion was seconded and approved unanimously via roll-call vote.** Plan "B" Service Hours are as follows: Monday-Thursday (10am-7pm), Friday (10am-4pm), Saturday (10am-3pm), and Sunday (Closed); 47 total open hours per week (up from 40).

For Your Information:

8. **May/June Operational Reports:** Included in Agenda Packet for informational purposes; no review.
9. **CH Lion's Club Heights' Speakeasy:** The CH Lion's Club will be hosting the Heights' Speakeasy event at Murzyn Hall on September 18th; a 1920's Extravaganza celebrating Columbia Heights' 100 years as a Charter City (established 1921). Tickets will be sold in advanced: \$50 for Dinner (6pm) and Dance, or \$15 for the Dance (8pm) only. The dinner will consist of hors d'oeuvres, multi-course meal, and champagne; also during the night there will be trivia, dance lessons, drawings, and Prohibition-era specialty drinks; music will be provided by the "The Mouldy Figs", Twin Cities' renowned traditional jazz band (started in 1959).
10. **Library Board Meeting Guests (postponed):** Ben Sandell intended to come to tonight's Library Board meeting, but other obligations surfaced; due to this, our guest attendees will be pushed out one month each.
- ~~August~~ **September: Ben Sandell (City Communications Coordinator)** to discuss communications/promotion strategies, and other possibilities.
 - ~~September~~ **October: CHPL Foundation** to discuss collaboration opportunities and understand what special projects/programming options they are willing to fund in the future (i.e. contributing to the build-out of a dedicated CHPL website, providing funds for late fee elimination, or following through on a public art installation).
 - ~~October~~ **November: Friends of the Library** to discuss collaboration opportunities and possibilities of expanding membership, participation, and responsibilities of the group.

There being no further business, a motion to adjourn was made at 6:46 pm, and seconded. Meeting adjourned.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees