



Columbia Heights Public Library

3939 Central Avenue NE, Columbia Heights, MN 55421-3932 ▪ 763-706-3690 ▪ columbiaheightsmn.gov

COLUMBIA HEIGHTS PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, February 7th, 2018

Regular Meeting at 5:30 p.m.

Library History Room

Auxiliary aids for persons with disabilities are available upon request when the request is made at least 96 hours in advance. Please call the City Council Secretary at 763-706-3611 to make arrangements.

AGENDA:

Call to order.

Review/approval of the Minutes of the January 10, 2017, Board Meeting.

Review/approval of Bill Lists dated January 17th and 31st, 2018 (Final 2017 Bills).

NO Accounting Page for Review.

Old Business:

1. Public Library Art Committee
 - a. Membership Applications Received

New Business:

1. CHPL 90th Anniversary
2. Items from the Floor

RLD/npo



The meeting was called to order in the History Room by Chair, Patricia Sowada, at 5:32pm. Members present: Patricia Sowada, Catherine Vesley, Nancy Hoium, Stephen Smith, Tricia Conway. Also present: Library Director, Renee Dougherty; Recording Secretary, Nick Olberding.

- Minutes of the **December 6TH**, 2017 Board Meeting were **approved**.
- **Bill List** dated **December 13th, 2017** was reviewed. It was moved, seconded, and **passed** that the bills be paid.
- **Bill List** dated **December 27th, 2017** was reviewed. It was moved, seconded, and **passed** that the bills be paid.
- **Bill List** dated **January 3rd, 2017** was reviewed. It was moved, seconded, and **passed** that the bills be paid.
- **Accounting Sheet** as of **December (not final year-end totals)** was reviewed, and **approved**.
- Questions and discussions based on Bills and Accounting:
 - **Electric, Water, & Sewer:** Over-budget, but overall we are under-budget; should still even out in the end. Strategy of basing budget on 5% increase from previous year actuals fell short. Over the years there should be better estimation, as it is still a new building. **Natural Gas** is under-budget, but nearly spot on.
 - **LED Lights:** Still randomly burning out; still under warranty; awaiting delivery of more components to replace.
 - **AMH:** Techlogic maintenance bill received in December of \$11,750 was unexpected, and we will need to look into re-negotiating that contract.
 - **General/Building Repair & Maintenance:** Over-budget due to increase in City negotiated contract (covering all city buildings); our share based on the HVAC system and number of filters to be changed out, and the labor that goes into maintaining the systems.
 - **Rate of Damage/Theft:** Difficult to estimate. Popular titles get a lot of use, hence more wear and tear. Paperback, of course, is more susceptible to **damage**, and many items are paperback. **Theft** is unavoidable, and all libraries experience it. Years ago there was a string of Reference Book theft that affected a number of metro-area libraries (including CHPL). Some items are checked out and never returned (some with no intention of returning), some are stolen outright. We used to lock DVD cases, but had to stop to allow for Self-Checkout stations; we have moved the DVDs closer to front desk with a less obstructed view, which will hopefully help deter criminals.
 - **Collections:** Patron is sent to collections after their library fees surpass \$75, which usually means that material was not returned and has been Assumed Lost. Patrons would have received an automated notice before this (30 days after due date) reminding them to return the material.
 - **Bottom-line:** Our budget is still underspent, and need to wait until the final numbers are in.

Old Business:

- **Applications for the Public Library Art Committee:** Three applications so far...Lindsay Edwards, Denelle Bing, and Walter Horishnyk. The Board appreciates the interest so far, but would like to accept applications for one more month (previously had no deadline) and will review at the February 7th meeting. This will also allow more time to engage the Friends of the Library and the Library Foundation, as they should be represented on the Committee.
 - The Board would like to reach out to current applicants to acknowledge their submission, and let them know that we are still accepting applications. Anticipating a 5 to 6 member committee.
 - Meetings would be best scheduled on the same night as Board meetings (time TBD), and would occur quarterly (or as needed); initial organizational meeting to work out the details once members are appointed.

- In cases of permanent art installations (eg. sculpture on the mound outside), a representative from the building's architectural firm (HGA) should be present.
- The Board would like feedback from Walter Horishnyk on his experience from the artist's perspective during his exhibition run.

New Business:

- **Proposed Adult Read-Down in February:** ACL is hosting an adult fine read-down to coincide with the Winter Reads program, and Columbia Heights would like to follow suit. The thought of having an adult read-down had come up at a previous Board meeting, so it was well received by all members (additionally the library has received requests by multiple patrons to extend read-down to adults). The Board would have liked to increase the time requirements for adults to 30 minutes for each \$1 waived, but to stay consistent with Anoka County it will remain at 0:15/\$1. Stephen D. Smith moved to approve the February Adult Read-Down, and Nancy seconded...**Approved.**
 - As with the Youth Read-Down, taxable fees will not be eligible (DVD charges, Lost/Damaged Item fees, and Collection Referral costs. Patrons will sign in/out at the Ask Me desk to record their time spent.
- **CHPL 90th Anniversary Planning:** Official date is December 3, 2018. No discussion materialized from this topic.
- **Items From the Floor:**
 - **Library Collections:** Across the county the threshold for being able to borrow material is \$10. \$75 is the threshold for when a patron could be sent to Collections. Under normal circumstances it would require material damage, or not being returned to surpass \$75. In this case the patron would be notified by a staff member about the damage, or automated mailed notice of missing material 30 days after the due date. The ILS system automatically passes qualifying accounts to Unique Management for collections each month. Have been using this service since around 2011 (ACL does also). Due to new financial laws, Unique may no longer report patrons Collections status to credit agencies, which had spurred many to resolve their fines.
 - **HGA Architects:** Were in the library this week taking photos of the building for submission for a national architecture award issued by The American Institute of Architects and Library Journal.
 - **Tricia Conway:** Will be present for the February 7th meeting, but unable to attend the March 7th meeting.

There being no further business, the meeting was adjourned at 6:43pm by Patricia Sowada, and seconded.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, Library Board of Trustees

Mission Statement

To serve a diverse community's needs for access to resources, information, and technology in a welcoming environment.

The City of Columbia Heights does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Columbia Heights services, programs, and activities.

COLUMBIA HEIGHTS PUBLIC LIBRARY
2017 Expenditures
 January 17th, 2018

240-45500

2025: Automated Circulation System Supplies

Anoka County Library	1557	2155	December Notices	<u>100.00</u>
				100.00

2170: Program Supplies

City of Columbia Heights			CH Posters (5)	<u>50.00</u>
				50.00

2180: Books

Baker & Taylor	2033331507	3556JS	Book	5.19
	2033336756	3672J	Books	207.56
	2033336756	3752J	Books	78.60
	2033336756	3766A	Book	11.70
	2033336756	3769A	Book	6.49
	2033336756	3771A	Books	29.36
	2033336756	3774J	Book	5.19
	2033339497	3775A	Books	222.56
	2033341933	3775A	Books	25.32
	2033341933	3764A	Book	16.06
	2033341933	3776A	Books	364.10
	2033358580	3881A	Books	661.60
	2033357920	11-16-17	Book	8.44
	2033357920	3672J	Books	20.07
	2033357920	3769A	Book	26.96
	2033357920	3774J	Book	4.54
	2033357920	3776A	Book	4.54
	2033357920	3777J	Books	336.50
	2033357920	3778J	Books	101.61
	2033357920	3779J	Books	282.95
	2033361304	3778J	Books	21.42
	2033361304	3780J	Books	362.53
	2033361304	3880J	Books	22.68
	2033361304	3881A	Book	19.39
	2033364611	3556JS	Book	7.14
	2033381204	3556JS	Books	49.39
	2033384951	3672J	Book	7.14
	2033384951	3734A	Book	12.74
	2033384951	3750J	Book	9.41
	2033384951	3766A	Book	16.06
	2033384951	3771A	Book	19.39
	2033384951	3776A	Book	16.07
	2033384951	3778J	Books	50.31
	2033384951	3780J	Book	11.69
	2033384951	3880J	Books	5.18
	5014810701	3555AS	Books	35.97
	5014784279	3555AS	Books	78.03
	5014777104	3555AS	Books	<u>65.63</u>
				3229.51

COLUMBIA HEIGHTS PUBLIC LIBRARY

2017 Expenditures

January 17th, 2018

2185: Compact Discs

Midwest Tape	95651730	063066	Music CDs (Juvenile)	14.99
	95668852	063066	Music CDs (Juvenile)	14.99
	95679175	063066	Music CDs (Juvenile)	14.99
	95651731	063090	Music CDs (Adult)	136.92
	95668853	063090	Music CDs (Adult)	69.95
	95671431	063090	Music CDs (Adult)	13.99
	95668855	063115	Audiobooks (Adult)	71.98
	95671432	063115	Audiobooks (Adult)	149.96
	95695110	063115	Audiobooks (Adult)	44.99
	95697136	063115	Audiobooks (Adult)	<u>39.99</u>
				572.75

2187: Book/ CD Set

Weston Woods	16248358	063111	Juvenile Book/CD Sets	<u>97.95</u>
				97.95

2189: DVDs

Midwest Tape	95651709	062964	DVDs (Adult)	<u>55.98</u>
				55.98

3050: Expert & Professional Services

Anoka County Library	1554	2155	December Cataloging	24.80
	1555	2155	December Disc Polishing	2.00
	1556	2155	Q4 ILS Operating Cost	2,862.93
Unique Management Services	455543	2307	December Placements	<u>80.55</u>
				2,970.28

3310: Local Travel Expense

Bri Belanger	Reimbursement	Mileage Q4	26.48
Renee Dougherty	Reimbursement	Mileage Q4	107.43
Cortni O'Brien	Reimbursement	Mileage Q4	<u>35.31</u>
			169.22

COLUMBIA HEIGHTS PUBLIC LIBRARY
2017 Expenditures
January 31st, 2018

240-45500

3310: Postage

Library (Renee Dougherty)

Petty Cash

Postage for School Books

15.47

Petty Cash

Short

0.69

16.16