



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, March 21st, 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 February 7, 2018, Board Meeting.

Review/approval of Bill Lists dated February 7th and 21st, 2018.

Review of February 2018 Accounting.

Old Business:

1. Public Library Art Committee
 - a. Conversation with Applicants

New Business:

1. Library Annual Report (City of Columbia Heights)
2. Annual Report to the State Library
3. Items from the Floor

RLD/npo



COLUMBIA HEIGHTS PUBLIC LIBRARY
3939 Central Ave NE, Columbia Heights, MN 55421
BOARD OF TRUSTEES: MEETING MINUTES
Wednesday, February 7th, 2018

Drafted
2/8/2018

The meeting was called to order in the History Room by Chair, Patricia Sowada, at 5:30pm. **Members present:** Patricia Sowada, Catherine Vesley, Stephen Smith, Tricia Conway; as well as Library Director, Renee Dougherty; Recording Secretary, Nick Olberding. **Not present:** Nancy Hoium, and Robert "Bobby" Williams.

- The **Minutes** of the **January 10th, 2018** Board Meeting were **approved**.
- **Bill List** dated **December 17th, 2018** was reviewed. It was moved, seconded, and **passed** that the bills be paid.
- **Bill List** dated **December 31st, 2018** was reviewed. It was moved, seconded, and **passed** that the bills be paid.
- Year-end **Accounting Sheet** was not yet available for review.
- Questions and discussions based on Bills and Accounting:
 - **Gas Mileage:** Joked about "Where is everyone going"? Mainly trips to City Hall, off-site meetings/training at various ACL sites, Community Outreach Events, and Homebound Patron book deliveries.
 - **Petty Cash:** Finance requires us to balance the petty cash at the end of the year. We were short \$0.69 this year.
 - **Budget:** Tax revenue not yet applied to budget, so final numbers are not yet available.
 - **Pylon Sign:** On the agenda for the February 12th City Council Meeting.
 - Will be reviewing installation bids by contractors, one of which is priced at \$19,000.
 - Sign will be located safely back from Central Avenue in the tree planting bed between CHPL and Columbia Heights Rental.
 - Catherine will attend the Council meeting; in case a Library voice is needed.

Old Business:

- **Applications for the Public Library Art Committee:** After extending the submission period another month, still three applications...Lindsay Edwards, Denelle Bing, and Walter Horishnyk.
 - The Board would like to reach out to current applicants to invite them to an **informal round-table** (tentatively scheduled for 6pm on March 21st in the History Room) to openly discuss the committee expectations, goals, and possible tasks related to the CHPL 90th Anniversary. Meeting will include a tour of the available exhibit space in the library, and introductions from the applicants. Refreshments will be provided.
 - To abide by Open Meeting rules Catherine and Renee will compile an **agenda** to release to the Public.
 - Kathy Super (Friends of the Library President) will represent the Friends on the Committee.
 - Committee membership will be decided in April.

New Business:

- **CHPL 90th Anniversary Planning:** Official date is December 3, 2018.
 - **Suggested Theme: Red Wagons** (in honor of the library's creation)
 - Themed cake, cookies, ornaments, crafts, and parade float
 - **Events:**
 - **Jamboree Parade:** Friday, June 22nd
 - Truck/Trailer provided by either Bobby Williams or Jane Polley (depending on size)
 - Decorated to look like a red wagon (with oversized books and a giant "90")

- Floaters dressed as storybook characters, and maybe a small loud orchestra
 - Walkers alongside passing out bookmarks displaying the schedule of anniversary events
 - **Photo Contest:** Suggested by Margo Ashmore from the Northeast Newspaper
 - Request to have best submissions printed as postcards, etc.
 - **Historical Presentation:** possible contributors...M. Rebecca Loader, Barb Miller, Dave Larson, Bruce Nawrocki, Gail Olson, and the Anoka County Historical Society
 - Memorabilia and historical photos on display in the Community Room
 - **Open House:** Saturday, December 1st
 - **Miscellaneous:** Additional thoughts and possibilities to explore.
 - **Book Display** relevant to the year 1928.
 - **Anniversary Banner** on front of building.
 - **Book Tree** for the holiday season, with handmade ornaments (from a Craft Activity).
 - **Painting** of the new library by Catherine Vesley
 - **Commissioning a sequel** to Bootstrap Town with the help of the Foundation
 - Set some planning **deadlines** at the March Board Meeting
- **Items from the Floor:** N/A

There being no further business, the meeting was adjourned at 6:22pm 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
2018 Expenditures
February 7th, 2018

240-45500

2170: Program Supplies

| | | | | |
|------------------------------|--|--|--------------|--------------|
| Bri Belanger (reimbursement) | | | Michael's | 3.24 |
| | | | Office Depot | 14.16 |
| | | | Target | <u>36.57</u> |
| | | | | 53.97 |

2180: Books

| | | | | |
|----------------|------------|--------|-------|----------------|
| Baker & Taylor | 2033397459 | 3782JS | Books | 25.91 |
| | 2033409863 | 3672J | Books | 65.91 |
| | 2033409863 | 3747A | Book | 15.51 |
| | 2033409863 | 3773J | Book | 13.54 |
| | 2033409863 | 3778J | Books | 12.98 |
| | 2033409863 | 3780J | Book | 6.49 |
| | 2033436112 | 3672J | Book | 11.90 |
| | 2033436112 | 3769A | Book | 16.24 |
| | 2033436112 | 3880J | Book | 24.49 |
| | 2033436112 | 3881A | Book | 15.51 |
| | 2033436112 | 3785A | Books | 118.92 |
| | 2033436112 | 3786A | Books | 406.41 |
| | 2033441035 | 3787A | Books | 307.09 |
| | 2033442458 | 3782JS | Book | 7.20 |
| | 2033448768 | 3768A | Book | 14.40 |
| | 2033448768 | 3788J | Books | 337.77 |
| | 2033451604 | 3787A | Books | 22.55 |
| | 2033451604 | 3789A | Books | 344.22 |
| | 2033451604 | 3790J | Books | 282.28 |
| | 5014825597 | 3781AS | Books | <u>227.43</u> |
| | | | | 2276.75 |

| | | | | |
|-----------------------|----------|--------|-------------------|---------------|
| Cengage Learning Inc. | 62439973 | 3783AS | Large Print Books | 107.21 |
| | 62440532 | 3784AS | Large Print Books | <u>111.71</u> |
| | | | | 218.92 |

2181: Periodicals, Magazines & Newspapers

| | | | | |
|------------------------|----------|--|----------------------|---------------|
| People Weekly | 13RAMMAJ | | Subscription Renewal | 118.26 |
| School Library Journal | | | Subscription Renewal | <u>136.99</u> |
| | | | | 255.25 |

4000: Maintenance and Repair

| | | | | |
|------------|------------|------|--------------------------|---------------|
| Marco Inc. | INV4912332 | 2763 | PrtMaint 011518-021418 | 26.85 |
| | INV4932051 | 2763 | CpyMaint 011518-021418 | 63.65 |
| | INV4932051 | 2763 | CpyOverage 121517-011418 | <u>29.55</u> |
| | | | | 120.05 |

COLUMBIA HEIGHTS PUBLIC LIBRARY

2018 Expenditures

February 21st, 2018

240-45500

2025: Automated Circulation System Supplies

| | | | | |
|----------------------|------|------|-----------------|---------------|
| Anoka County Library | 1558 | 2155 | January Notices | <u>100.00</u> |
| | | | | 100.00 |

2030: Printing & Printed Forms

| | | | | |
|------------------------------|-------|--|--------------------------|--------------|
| Church Offset Printing, Inc. | 95809 | | Spring 2018 Events Flyer | <u>42.00</u> |
| | | | | 42.00 |

2170: Program Supplies

| | | | | |
|--------------------------|------------|--------|----------------------------|---------------|
| City of Columbia Heights | | | Winter Reads Prize Posters | 20.00 |
| Lakeshore | 2751710118 | 063404 | Children's Play Tunnel | <u>80.49</u> |
| | | | | 100.49 |

2181: Periodicals, Magazines & Newspapers

| | | | | |
|--------------|--------------|--|------------------------|---------------|
| Kirkus Media | Subscription | | Kirkus Reviews Renewal | 199.00 |
| Star Tribune | Subscription | | Star Tribune Renewal | <u>461.76</u> |
| | | | | 660.76 |

3050: Expert & Professional Services

| | | | | |
|----------------------------|----------|------|------------------------|---------------|
| Anoka County Library | 1559 | 2155 | January Disc Polishing | 16.00 |
| | 1560 | 2155 | January Cataloging | 42.52 |
| Unique Management Services | 457159 | 2307 | January Placements | 80.55 |
| University of Minnesota | 20160163 | | ILL Processing Fee | 15.00 |
| | 20160169 | | ILL Processing Fee | <u>15.00</u> |
| | | | | 169.07 |