



Approved
2/1/12

COLUMBIA HEIGHTS PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
January 4, 2012

The meeting was called to order by Chair Patricia Sowada, at 6:30 p.m. Members present were: Nancy Hoiium, Steve Smith, Patricia Sowada, Barbara Tantanella, and Catherine Vesley. Also present: City Council Representative Tami Diehm, Becky Loader, and Stacey Hendren.

The minutes of the December 7, 2011 Board meeting were approved as mailed. The bill list dated 12/7/11 of 2011 bills was reviewed. It was moved, seconded, and passed that the bills be paid. The bill list dated 12/22/11 of 2011 bills was reviewed. It was moved, seconded, and passed that the bills be paid. The bill list dated 12/28/11 of 2011 bills was reviewed. It was moved, seconded, and passed that the bills be paid. The 2011 accounting dated 1/4/12 was reviewed. Smith inquired how the library decides what materials to purchase. Loader stated that purchases are made based on a collection development policy.

Old Business:

1. All items in the 2012 budget were passed as submitted by the City Council on December 12th. Projects for 2012 include replacement carpeting for the East Room and furniture.

Loader's presentation on founding day was well received by the City Council.

2. The A/C control panel project was subcontracted to TEMCO by NSI/Horowitz. The project was substantially completed in 2011 after issues involving the availability of parts, and a union holiday were resolved. Completion of the project is scheduled for the first week of 2012.
3. The Boardroom cabinets have been installed. The Boardroom will be painted early in 2012.
4. Eight applications for the task force have been received. Loader continues to update the Mayor with progress. The strategic plan written by the Library Board will assist the task force.

The Board discussed e-books, e-book classes at the library, and information usage in the future.

5. Loader reminded Board Members of the special meeting on January 18th for strategic planning. The Board noted the agenda mailed out in their packets. Loader will supply data from a previous space needs study, the 2010 annual report, and any additional references the Board requires.
6. Two individuals screened in the October Page recruitment were asked back for a second interview. Loader made a conditional offer for both the Aide position and the Page position on December 28th and training is tentatively scheduled to start January 17th. Ramon Gomez, Library Clerk, will conduct the majority of the training, with assistance from day staff.

Loader recognized all the staff that are doing extra work and working extra shifts during transition.

New Business:

1. The Board reviewed the draft of the 2012 Legislative Platform for MLA and MEMO. The Board was dissatisfied by the limited funds and uninspired goals. The Board discussed the ability of CHPL to excel with limited resources, but noted that the public is not aware of what it takes to run the library.
2. The November crossover statistics were reviewed by the Board. E-book and registered patron statistics were noted.
3. The Board reviewed the article concerning the top 10 technology trends for 2012.
4. The Board reviewed the Unique Management Status Report for November.
5. The Board discussed the November budget forecast from the League of Minnesota Cities. There were mixed reactions to the projection of a budget surplus rather than a deficit.

Items from the Floor:

1. Columbia Heights will hold its first Citizens' Academy starting in January. Each department will prepare a class for participants to learn about how the City functions. The Library's section will take place on February 9th. Tantarella and Smith agreed to attend and assist with the class.
2. Loader reminded the Board of the January 18th strategic planning meeting.

There being no further business, the meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Stacey R. Hendren
Secretary, Library Board of Trustees

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