

City of St. Helens
Library Board
Minutes from Monday, September 9, 2019
St. Helens Public Library

Members Present

Becky Bean
Lisa Beardslee
Patrick Birkle
Dan Davis
Amanda Heynemann, Chair
Margie Stanko

Members Absent

Melisa Gaelrun-Maggi, Vice Chair

Guests

Councilors in Attendance

Stephen Topaz

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:20pm by Chair Heynemann.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

REQUEST FOR PARTICIPATION IN TRUNK-OR-TREAT – MALINDA DURAN, ST. HELENS POLICE DEPARTMENT: Malinda Duran was unable to attend the meeting.

WELCOME NEW BOARD MEMBERS AND INTRODUCTIONS: Library Director Jeffries described some of the changes that have occurred over the 10 years of her tenure as Director. Many things have been added like the Ukulele group, Fiber Fanatics, and standing activities like book readings by local authors. Each board member then introduced themselves to the new board member Margie Stanko.

CONTINUED REVIEW OF MUNICIPAL CODE AND STRATEGIC PLAN WITH DISCUSSION OF BOARD MEMBER ASSIGNMENTS: Director Jeffries gave some background on the Municipal Code and the Strategic Plan. The 12 items listed in

Section 2.28.080 Duties and Powers of the Municipal Code were the basis of last year's Library Board report to the City Council. The report highlighted what goals the board is responsible for and what was done to accomplish them. In 2017 the Strategic Plan was adopted and then developed into the four working groups. The working groups and how their assignments have been worked out were discussed. Last month the Board decided to close the Community Partners working group, leaving three remaining groups, viz., Access, Facilities and Communication. The group discussed the achievements of the different working groups, e.g., that the Access working group worked on joining the Passport Library Card program, eliminating fines for youth materials, creating the rules for patron locker use, etc. They are currently working with the local school district to try to extend library card availability to school students who would otherwise not have access to a library card.

The Communication working group was discussed. The group discussed the social media accounts that have been created, i.e., Facebook, Twitter, as well as website updates. Member Bean recently attended a workshop on website and social media design and will give the board a report in the future. Member Bean did describe how the library website can be used to make invisible issues known to patrons, e.g., that we have meeting rooms available, or that we need storage space.

The Facilities working group was discussed. Councilor Topaz suggested that the group take a longer term approach to facility usage. Director Jeffries suggested that we look at using some of the space in this building for a maker space, and that we might start by touring other maker spaces to get an idea of how it is done at other locations. A prior focus for the Facilities working group was safety, and as a result of their work, the new emergency exit was installed in the back of the Library. The group discussed how many board members need to be on each working group, and if each current board member wanted to shift. The group decided to assign Members Beardslee and Davis to the Facilities working group, Members Birkle, Stanko and Heynemann to the Access working group, and Members Bean and Gaelrun-Maggi to the Communication working group.

Director Jeffries reported that staff assignments for each of the working groups will be reorganized keeping in mind other projects that relate to the Strategic Plan. For example, Library Assistant Dieter will work on broadening the volunteer program, and Library Technician I Woodruff will work on the integrated collection software, a program that approaches the collection of lost book fees from patrons. The remaining staff will be assigned as follows: the Access working group will include Youth Librarian Kolderup and Library Technician II Barbie, the Communications working group will include Library Assistant Burkhart and Reference Librarian Herren-Kenaga, and the Facilities working group will include Director Jeffries and Library Assistant Karmartsang. The group also discussed an item that was not on the strategic plan, specifically, combining the Library catalog with the Scappoose Library catalog.

LIBRARY BOARD VACANCY: Chair Heynemann asked about adding more board members. The group discussed and suggested that the Board wait for a while to add new members, allowing the two new members an opportunity to acclimate.

CITY COUNCILOR'S REPORT: Councilor Topaz stated that the community is changing and that we need to match what services people need to what services we can offer. The Library could act as a clearing house for such a process.

LIBRARY DIRECTOR'S REPORT: Director Jeffries stated that the Parks has been by to trim the trees for improved visibility at night. The Genial Genealogists will be hosting a first ever conference on September 21. This will include several sessions some of which will utilize the hallway as a workshop area. The Friends of the St. Helens Public Library are sponsoring the event. The Oregon Historical Society and the Mazamas will host a glass slide show on October 1. The Library Book Club will have 'Southern Authors' as the theme for September's meeting and 'Murder Mysteries' for the November Meeting. Library Technician I Woodruff has asked author Amy Stewart to come to the library and share photos and stories about her popular 'Kopp Sisters' novels. This program is scheduled for October 22.

BOARD MEMBER REPORTS:

National Novel Writing Month – Becky Bean: Member Bean gave a short history of the National Novel Writing Month, or NaNoWriMo, which she helped bring to the local area. The St. Helens writing group is very strong and has been very active since 2015. There are rules for participation, namely that you write during the month of November and it must be a new piece that is being worked on. You can work on your own, but there are a number of opportunities to work as part of a group here at the Library.

SUMMARIZE ACTION ITEMS:

NEXT MEETING: The next regularly scheduled meeting will be Monday, October 14, 2019 at 7:15 p.m. in the Columbia Center Auditorium.

ADJOURNMENT: Chair Heynemann adjourned the meeting at 8:50 pm.

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Respectfully submitted by:

Library Board Secretary, Dan Dieter

2019-2020 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Beardslee	Birkle	Davis	Gaelrun-Maggi	Heynemann	Stanko	VACANT	VACANT
07-08-2019	E	P	P	-	P	P	-		
08-12-2019	P	P	P	P	P	P	E		
09-09-2019	P	P	P	P	E	P	P		
10-14-2019									
11-12-2019									
12-09-2019									
01-13-2020									
02-10-2020									
03-09-2020									
04-13-2020									
05-11-2020									
06-08-2020									