

City of St. Helens
Library Board
Minutes from Monday, October 14, 2019
St. Helens Public Library

Members Present

Lisa Beardslee
Patrick Birkle
Dan Davis
Melisa Gaelrun-Maggi, Vice Chair
Amanda Heynemann, Chair
Margie Stanko

Members Absent

Becky Bean

Guests

Councilors in Attendance

N/A

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary

OR

CALL MEETING TO ORDER: The meeting was called to order at 7:18pm by Chair Heynemann.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

TRUNK-OR-TREAT: Vice Chair Gaelrun-Maggi is getting the materials together for the event. Director Jeffries described how to get reimbursed for candy expenses. There are buckets and table clothes set aside for the event, as well as coloring sheets as a non-candy alternative. The Library also has tables and chairs available if needed. There are also Dolly Parton Imagination Library materials available to hand out, as well as youth program flyers made available by Youth Librarian Kolderup. Board Secretary Dieter was asked to send the participating board member email addresses to Police Support Specialist and event coordinator Malinda Duran, so that she can give them any further instructions.

NOVEMBER – BOARD MEETING OR WORKING GROUP MEETINGS? Director Jeffries asked the board if they felt the need to meet in November, as she will be out on medical leave. The group discussed the idea of a regular board meeting versus just having the working groups meet. The group decided to cancel the regular board meeting scheduled for November 12, and instead have the Communications Working Group meet that night instead. Reference Librarian Herren-Kenaga will be in attendance for that meeting.

WORKING GROUP / BOARD MEMBER REPORTS: Vice Chair Gaelrun-Maggi reported that the Communications Working Group will be setting a schedule to work on marketing ideas after attending a recent marketing workshop and seminar. The group also discussed the need to make the website more user friendly. Chair Heynemann reported that the top two issues for the Access Working Group are the barriers that exist for patrons who are non-english speakers and patrons with physical disabilities. Issues concerning the hours of operation are on the bottom of the list. Youth Librarian Kolderup created a matrix to measure what to work on next. Youth Librarian Kolderup is also working with School District Superintendent Scot Stockwell to establish a pilot program to make regular library cards available for all students that don't live inside the city boundary. Director Jeffries reported that the Facilities Working Group is still working on trying to create a makerspace here in the building. There was a suggestion to include Marion Christensen in a future tour of existing makerspaces in other locations so that she can see what it involves. Other issues for the Facilities Working Group are the condition of the carpeting and the need to replace it soon. The group discussed replacing the current carpet with new carpet or some other material that might be more durable. It would also be better to know if the building can be modified to include a makerspace before any flooring decisions are made. Member Birkle suggested re-lighting the fire that created the need for the Columbia Center in the first place, and look at instilling that fire into a vision of the future. Any future makerspace would include programs for adults as well. Youth Librarian Kolderup is preparing to launch a library-of-things, where patrons can check out materials that are part of makerspace programs. The group discussed the library-of-things idea and the need for space for those types of items.

LIBRARY DIRECTOR'S REPORT: Director Jeffries reported that author Amy Stewart will be giving a talk about her book series about the Kopp Sisters. That event is scheduled for October 22 in the auditorium. The group discussed the updated definition of 'Public Library' that was part of House Bill 2243. The new rules will become effective on January 1, 2020, and libraries that serve populations over 2000 will have an opportunity to become compliant with the new rules. The St Helens Public Library meets all of the rules except for having our policies available online. Member Beardslee asked what our service population is, and Director Jeffries stated that it is currently about 13,000. Vice Chair Gaelrun-Maggi asked why this was being done. Based on the information from the Oregon Library Association, the update is needed to keep up with changing models of library services, to establish minimum standards for all Oregon public libraries receiving state funds and to align Oregon's definition of "Public

Library” with those from other states. Director Jeffries stated that the Vernonia Public Library has some interest in joining the St Helens and Scappoose combined catalog, but would like to have a courier system in place first.

Director Jeffries described the staffing conditions during her absence, specifically that some of the staff will be asked to cover some of the daily tasks during the Director’s time off. For example, Youth Librarian Kolderup will work on time cards and schedules; Reference Librarian Herren-Kenaga will work with Columbia County Museum staff on any upcoming programs; Library Technician I Woodruff will work on balancing Library credit card transactions, Library Technician II Barbee will work on cataloging; Library Assistant Karmartsang will work on a Request for Proposal to paint the outside dropboxes; Library Assistant Burkhart will work on scheduling room reservations and Library Assistant Dieter will work on building maintenance requests and volunteer activities.

CITY COUNCILOR’S REPORT: N/A

SUMMARIZE ACTION ITEMS: The Communication Working Group will be meeting on December 9, 2019 at 7:15 p.m. Library Assistant Dieter will forward the board member email addresses to Malinda Duran for the Trunk-or-Treat event.

NEXT MEETING: The next regularly scheduled meeting will be Monday, January 13, 2020 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	E	P	P	P	P	P	P		
11-12-2019	Meeting Cancelled								
12-09-2019	Meeting Cancelled								
01-13-2020									
02-10-2020									
03-09-2020									
04-13-2020									
05-11-2020									
06-08-2020									