

City of St. Helens  
***Library Board***  
**Minutes from Thursday, August 18, 2015**  
Columbia Center Auditorium

**Members Present**

Barbara Lines, Chair  
An Der Chang  
Marsha Caton  
Vanessa Jones  
Mary Ellen Funderburg  
Nancy Herron

**Members Absent**

Casey Jolissaint

**Guests**

**Councilors in Attendance**

Susan Conn

**Staff Present**

Margaret Jeffries, Library Director

OR

**CALL MEETING TO ORDER:** The meeting was called to order at 7:16 p.m. by Chair Barbara Lines.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment.

**PREVIOUS MEETING MINUTES:** Minutes approved with no change.

**AGENDA REVISIONS:** No revisions.

**ELECTION OF CHAIR AND VICE CHAIR:** Chair Lines stepped down as Chair from the Library Board and will act as Past Chair for the term of one year. Member Herron nominated Member Caton for position of Library Board Chair. Caton accepted the nomination. Board appointed Caton as Chair for the term of one year by unanimous vote. Member Funderburg nominated Member Herron for position of Library Board Vice-Chair. Herron accepted the nomination. Board appointed Herron as Vice-Chair for the term of one year by unanimous vote.

**OREGON LIBRARY ASSOCIATION'S PUBLIC LIBRARY DIVISION FUNDRAISING WORKSHOP:** Members Lines, Chang, and Funderburg expressed interest in attending. Friends of the Library President Woicak expressed interest in attending. Councilor Conn will not attend.

**DESCRIPTION AND FORMATION OF SUB-COMMITTEES:**

- **Policy development:** Input on use of Public Spaces, et cetera-this sub-committee could be a standing committee. Members Lines and Funderburg volunteered for this sub-committee.
- **Passport Library:** Will examine the pros and cons of joining the Passport Program. The sub-committee would look at how other Libraries have implemented the program, talk to Library Directors involved with the Program to determine if there have been complications and how they have been resolved, investigate any financial impacts, and investigate marketing advantages. Interested Members-Jones and Chang.
- **Our Community Reads (OCR):** Program will take place mid to late spring. Sub-committee members will need to read several books in order to help select which title will be chosen as the OCR Book. Members may also be asked to give suggestions as to a theme for the program. Former Board Member Bensen suggested "Mindfulness" as a theme. Interested Members-Vice-Chair Herron, Chair Caton and Jones.
- **Strategic Planning:** This sub-committee will re-visit the Library's Mission Statement, review the OLA's Library Standards and determine where the Library is meeting, exceeding or falling short of the Standards. Director Jeffries suggested breaking the Standards down into eight parts and have 4 sub-committees work on this project. This sub-committee would work closely with Policy Development.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries shared the end of the fiscal year Financial Report from 2014-2015. The Library finished the year \$3,672.46 under budget.

**COUNCILOR'S REPORT:** The City is preparing to host Halloweentown.

**FRIENDS' REPORT:** There was no July meeting. The next Friends meeting will be August 26.

#### **NEXT MEETING:**

The next regular meeting is scheduled for Tuesday, September 15, at 7:15 p.m. in the Auditorium.

Members need to bring all relevant materials to each meeting.

#### **ADJOURNMENT:**

The meeting was adjourned at 8:37 p.m. by Chair Lines.



Respectfully submitted by:

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Library Director, Margaret Jeffries

## 2014-2015 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bensen	Caton	Chang	Jolissaint	Lines	Mann	Woiccak
01/15/15	P	P	E	E	P	P	E
02/19/15	P	P	E	E	P	E	P
03/19/15	P	P	E	P	P	P	P
04/16/15	P	P	E	P	P	P	P
05/21/15	P	E	E	P	P	P	P
06/16/15	E	P	P	E	P	P	P
Date	Caton	Chang	Funderburg	Herron	Jolissaint	Jones	Lines
07/14/15	E	P	P	P	P	P	P
08/18/15	P	P	P	P	E	P	P
09/17/15							
10/15/15							
11/19/15							
12/17/15							
01/21/16							
02/18/16							