

City of St. Helens
Library Board
Minutes from Tuesday, September 15, 2015
Columbia Center Auditorium

Members Present

Barbara Lines, Past-Chair
An Der Chang
Marsha Caton, Chair
Vanessa Jones
Mary Ellen Funderburg

Members Absent

Nancy Herron, Vice-Chair
An Der Chang

Guests

Councilors in Attendance

Susan Conn

Staff Present

Margaret Jeffries, Library Director



CALL MEETING TO ORDER: The meeting was called to order at 7:19 p.m. by Chair Marsha Caton.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved with no change.

AGENDA REVISIONS: No revisions.

OREGON LIBRARY ASSOCIATION'S PUBLIC LIBRARY DIVISION FUNDRAISING WORKSHOP: Director Jeffries registered interested parties for the OLA Fundraising Workshop on October 24, 2015. The cost for the Workshop is \$15 per person.

REVIEW OF LIBRARY STANDARDS: The Board began reviewing the Standards to gain familiarity with them and to answer any questions. The Board will form subcommittees to use the Standards as a guide for the 5-year-plan.

Referring to page 2 of the Standards for Oregon Public Libraries (Standards), Director Jeffries recommends finding the original ALA statements and re-adopting all of them. The original statements can be read online by the Members, then discussed and formally re-adopted at a future meeting.

Pages 3 and 4 - Policies and Procedures. Past-Chair Lines and Member Funderburg will review these Standards as part of the Policies and Procedures sub-committee.

Pages 5 and 6 - Ethics. The St. Helens Public Library meets all standards.

Pages 7 through 9 - Staffing. The Library meets most of the Essential and Enhanced Standards.

Pages 9 and 10 – Diversity. One area in which the Standards are not being met is Diversity. The Library is investigating ways to reach out to community members that are currently being underserved.

Pages 10 and 11 - Staff Duties and Responsibilities. The library meets the Essential and Enhanced Standards.

Pages 11 and 12 – Staff Development and Learning. The concern about the lack of funding for staff development was discussed at length. Director Jeffries explained staying open with adequate staffing was a higher budgetary need for the past five years. Currently, there is only \$750 in the Library Budget for staff development. Increasing the budget for Staff Development could be something to advocate for in the coming fiscal years.

Pages 13 and 14 - Materials. The Library meets most of the Essential Standards. Director Jeffries explained the Library's plan to stay current with technological needs. The Library is waiting for a new server to be built and installed. After the server is updated, the website can be updated as well, allowing for enhanced searching in the catalog. One area that needs attention is marketing the Library through its website more effectively.

Pages 15 and 16 – Services and Programs. The Library currently meets most of the Essential, Enhanced and Exemplary Standards.

The Board will resume the review of the Standards at its next meeting, starting on page 17 - Technology.

LIBRARY DIRECTOR'S REPORT: Director Jeffries informed the Board that some of the end-of-the-year Library transactions were counted as part of the 2014-2015. The Library finished the fiscal year 2014-2015, \$9,856 under budget, mostly due to changes in anticipated labor costs.

COUNCILOR'S REPORT: The City Council will recognize outgoing Board and Commission Members on September 16, 2015 at 7:00 p.m.

FRIENDS' REPORT: The Friends will have a fall book sale on October 17, 2015 from 10:00 a.m. until 2:00 p.m. at the St. Helens Public Library. The St. Helens Garden Club will be holding a bulb sale during the same time on the front porch of the Columbia Learning Center.

NEXT MEETING:

The next regular meeting is scheduled for Tuesday, October 20, at 7:15 p.m. in the Auditorium.

Members need to bring all relevant materials to each meeting.

ADJOURNMENT:

The meeting was adjourned at 9:08 p.m. by Chair Caton.

CR

Respectfully submitted by:

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	P	E	P	E	P	P	P
10/15/15							
11/19/15							
12/17/15							
01/21/16							
02/18/16							