

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, October 16, 2018**  
St. Helens Public Library

**Members Present**

Heather Anderson-Bibler  
Mary Ellen Funderburg, Past Chair  
Melisa Gaelrun-Maggi  
Amanda Heynemann, Vice Chair

**Members Absent**

Leanne Murray, Chair

**Guests**

**Councilors in Attendance**

Susan Conn

**Staff Present**

Margaret Jeffries, Library Director  
Dan Dieter, Library Board Secretary



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

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** N/A

**PREVIOUS MEETING MINUTES:** Minutes approved.

**REPORT FROM LIBRARY BOARD SUBCOMMITTEE FOR OPEN POSITIONS:**

Results of Interviews: Member Gaelrun-Maggi reported that four local citizens applied, but only three contacted the subcommittee for interviews. Becky Bean, Patrick Birkle, and Lisa Beardslee were interviewed and the results were positive. The interview included discussions concerning the length of terms and committee assignments.

*Designated Terms:* The group discussed recommending Becky Bean for the term ending 6/30/22, Patrick Birkle for the term ending 6/30/20, and Lisa Beardslee for the term ending 6/30/21.

*Working Group Assignments:* The group discussed recommending Becky Bean for the Facilities Work Group, Patrick Birkle for the Access Work Group and Lisa Beardslee for the Community Partnership Work Group.

*Discuss Orientation Activities:* The group discussed orientation activities, which will include an introduction to the strategic plan, current Library Board Bylaws and the current Municipal Code governing Boards and Commissions. The orientation activity will be

included in the November Library Board meeting. The group discussed including an overview of the strategic plan, including current participation statistics as well as an overview of the Scappoose – St Helens Public Library catalog project. Director Jeffries would also like to have Youth Librarian Kolderup present current youth programs, i.e., Make-It programs, as well as current Science Technology Engineering and Math (STEM) Hub grant materials and funding plans as part of the new board member orientation. This will likely happen at a later meeting, possibly at the December Library Board meeting.

**TRUNK OR TREAT:** The Library Board will host a table at this year's event. The group discussed last year's event and who will volunteer to operate the table this year. The event is scheduled from 5:00pm to 8:00pm. Member Gaelrun-Maggi and Past Chair Funderburg agreed to set up and run the table. Items needed for the event would include coloring pages, bookmarks, schedules for Library activities and programs, and of course, candy.

**BOARD MEMBER REMOTE ACCESS TO MEETINGS:** Councilor Conn stated that she talked to City Recorder Kathy Payne about remote participation by Board Members. If remote participation is by phone call, a Board Member can participate but cannot vote. If remote participation is by video, i.e., Skype or Facetime, then the Board Members can participate and also vote. The group discussed the pros and cons of remote participation.

**RECREATION BROCHURE PUBLICATION SCHEDULE:** Director Jeffries was in contact with the City concerning the upcoming schedule of Library programs and activities. In order to get information into the online publication in December, program and activity information needs to be submitted by the end of October. For the January schedule, information needs to be submitted by the end of November. The group discussed the Book Club schedule and how to get that schedule together by the deadline. The group also discussed the Columbia County Reads schedule. Director Jeffries will gather all of the schedule information and submit it for the next publication.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries reported that all of the library directors met last month to discuss the Columbia County Reads program. In their discussion they talked about two authors who presented at an event at the Oregon Historical Society in Portland. Their books detail a fictional and nonfiction account of events in Portland in the 1800s. Director Jeffries plans to write a Cultural Coalition Grant to cover the cost of bringing these presentations to four of the County's libraries. Director Jeffries has been in contact with Les Watters, the Columbia County Museum Curator, about having a display that would tie into the presentations.

*Scappoose Project:* Director Jeffries stated that the project is getting into the nuts and bolts of the process. All of the TLC [The Library Corporation] software that is used to manage our Library's collection is moving off of local servers into the 'cloud'. This move will occur over the Veterans Day weekend. The following weekend all of the software will be upgraded to the latest version. In the final phase, the cataloging records of both libraries will be merged and their holdings will display in a shared catalog.

Director Jeffries reported that the library is currently hosting an intern that is being sponsored by WorkSource Oregon. Intern Emily Larson, will assist staff in cleaning up records so that the catalog is ready for conversion as well as perform shelving and book processing duties.

Jeffries also noted that Youth Librarian Kolderup will be utilizing an intern for assistance with STEM Programs. This funding is made possible through the NW Regional ESD STEM Hub.

**COUNCILOR'S REPORT:** Councilor Conn reported that the next Council meeting will be about the Waterfront development. It is tomorrow night [10/19] and everyone is encouraged to attend.

**FRIENDS' REPORT:** N/A

**BOARD MEMBER COMMENTS:** Member Anderson asked if there was information online about the Conversation Project programs. The group discussed the comments that are on the City's Facebook page. Information about the programs has not been posted on the Library's web page yet.

**SUMMARIZE ACTION ITEMS:** Director Jeffries stated that the Board Member sheet that is published by the City needs to be updated with current Board Member information.

**NEXT MEETING:** The next regularly scheduled meeting will be Tuesday, November 16, 2018 at 7:15 p.m. in the Columbia Center Auditorium.

**ADJOURNMENT:** Vice Chair Heynemann adjourned the meeting at [8:30 pm]

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Respectfully submitted by:

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Library Board Secretary, Dan Dieter

## 2018-2019 Library Board Attendance Record

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

Date	Anderson-Bibler	Funderburg	Gaelrun-Maggi	Heynemann	Murray	VACANT	VACANT	VACANT	VACANT
07-19-2018	CANCELLED								
08-23-2018	P	P	E	P	P				
09-18-2018	P	P	P	P	P				
10-16-2018	P	P	P	P	E				
11-13-2018									
12-11-2018									
01-14-2019									
02-11-2019									
03-11-2019									
04-8-2019									
05-13-2019									
06-10-2019									