

City of St. Helens
Library Board
Minutes from Monday, February 11, 2019
St. Helens Public Library

Members Present

Becky Bean
Patrick Birkle
Heather Anderson-Bibler
Mary Ellen Funderburg, Past Chair
Amanda Heynemann, Chair

Members Absent

Lisa Beardslee
Melisa Gaelrun-Maggi

Guests

Councilors in Attendance

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:24pm by Vice Chair Heynemann. Due to the recent resignation of Chair Murray, Vice Chair Heynemann is now the Chair of the Library Board.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed. Corrections were suggested and minutes were approved with those corrections.

CONFIRM CITY CODE OF ETHICS DOCUMENTS SUBMITTED: All members present reported that they had submitted their acknowledgement of having read the new Code of Ethics.

REVIEW OF MUNICIPAL CODE AND LIBRARY BY-LAWS: Director Jeffries stated that the current By-Laws need to be updated to reflect current practices. This update must coincide with a concurrent update to Municipal Code Chapter 2.28, as the two documents work together to describe how the Library Board conducts its business. An earlier attempt to update the By-Laws was unsuccessful because it did not address any similar changes in the Municipal Code. It is likely that the Municipal Code needs to be addressed first.

The group discussed to formation of a sub-committee to review the By-Laws and the Municipal Code and submit changes to the Board for approval. Any approved recommendations from the Board would then be presented to the City Council for approval.

UPDATES FROM WORKING GROUPS:

ACCESS: No report available.

COMMUNICATIONS: No report available.

COMMUNITY PARTNERS: Member Anderson-Bibler reported that contact had been made with Riverside Training group and that Riverside was aware of about 30 participants in their programs could use weekly training in adult literacy. The group discussed the social issues presented by coming to training of this kind. Contact had also been made with WorkSource Oregon and they might have some capacity for training but there are transportation issues. Member Funderburg asked who would do the work. The group discussed that idea of training volunteers through a Portland Community College (PCC) program to be instructors. Member Bean asked about working with people who are trying to get a diploma. Director Jeffries stated that WorkSource Oregon has a General Education Development (G.E.D.) testing program, and Member Anderson-Bibler stated that this might be better for youth participants instead of adults.

Member Funderburg asked about English as a second language as a possible route to adult literacy training. The group discussed questions about who would do the training, how the training would be done and what does the training include. The group also discussed training for people with special needs, and the difficulty of having trainers recognize learning disabilities. The group raised questions about how this training could include this level of skilled recognition. Director Jeffries suggested that someone from PCC could come out to describe the program and how to look for trainees. Also discussed was the idea of having a conversation project program to support an English as a second language, similar to an intercambio program where English and Spanish participants meet in a mutual language learning opportunity.

FACILITIES: Director Jeffries reported that after meeting with Finance Director Matt Brown she was informed that the City would appropriate all Building Funds to the library, referring to the fund that was established on the basis of the sale of the old library building. This also allows the Library to present budget items to the City Council for approval.

LIBRARY DIRECTOR'S REPORT:

COUNCIL GOALS: Director Jeffries reported on the role of the Council Liaison. The City Council may be looking at changing the role of the Council Members to a 'policy level' role instead of the traditional 'hands on' role where Council Members were assigned as Liaisons to the different City departments.

Director Jeffries stated that Council Goals that were developed at a recent Council Retreat would reflect some of these concerns, and that these goals are available on the City's website. Member Bean suggested that the Library Mission statement should be updated to include any language from future goals as established by the City Council.

Member Birkle asked if there was any communication outreach to the general population for community input. Director Jeffries stated that one of the strategies from the recent Council Retreat included getting information from the public. The group discussed the 'City Gazette' as a way that citizens could get information. Also discussed was the effectiveness of the 'word of mouth' method of being informed about City activities.

The group discussed the upcoming budget meetings. Director Jeffries stated that budget reports are due to the City by March 20 and that Finance Director Matt Brown will work on projections for the 2020 City Budget.

SHARED CATALOG PROJECT NEWS: Director Jeffries reported that there are marketing activities being planned to boost the Passport library card program.

BOARD MEMBER REPORTS:

BOARD CHAIR: Director Jeffries noted that due to recent resignation of Board Chair Murray there is now a vacancy on the Communications Working Group. The group discussed the possibility of looking at the working group assignments and that it might be a good time to switch if anyone was interested in doing so. Chair Heynemann suggested that an email could be circulated to ask members if they would like to change their assignment and any changes could be discussed at the next Board meeting.

The group discussed the creation of a subcommittee for review of the current By-Laws. Chair Heynemann established a By-Laws subcommittee and assigned, at their own request, Member Anderson-Bibler, Member Birkle, and Director Jeffries.

Past Chair Funderburg was asked if she planned to stay on the Board after her term expires in June and she said that she had other commitments and would make a decision soon. Director Jeffries reported that according to City Resolution 1648, after two terms of service, a board member is required to leave for at least one term.

BOOK GROUP: Former board member Leanne Murray stated that she would like to remain as a participant in the Library Board's Book Club.

Member Funderburg reported that the Dolly Parton Imagination Library reading program is up to 850 participants. Member Bean reported that she received the first book as a program participant and thought it was a good book. Director Jeffries estimated that there are about 2,500 kids in the area that could be potential participants in the program, and because the kids will 'age out' after they turn five years old, we will need to keep up marketing efforts to encourage new families to join. And although the initial grant funds received have given the program a good start, there needs to be an effort to find more grant funding for future program needs.

SUMMARIZE ACTION ITEMS: Chair Heynemann will send out an email to Board members concerning any possible changes to work group assignments.

NEXT MEETING: The next regularly scheduled meeting will be Monday, March 11, 2019 at 7:15 p.m. in the Columbia Center Auditorium.

ADJOURNMENT: Chair Heynemann adjourned the meeting at 8:52pm

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Respectfully submitted by:

Library Board Secretary, Dan Dieter

2018-2019 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Anderson-Bibler	Bean	Beardslee	Birkle	Funderburg	Gaelrun-Maggi	Heynemann	Murray	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	E	E	
11-13-2018	P	P	P	P	P	P	P	P	
12-11-2018	P	P	P	P	P	P	P	P	
01-14-2019	P	P	P	P	E	P	E	E	
02-11-2019	P	P	E	P	P	E	P	E	
03-11-2019									
04-8-2019									
05-13-2019									
06-10-2019									