

City of St. Helens
Library Board
Minutes from Monday, January 13, 2020
St. Helens Public Library

Members Present

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

Members Absent

Becky Bean
Lisa Beardslee

Guests

Councilors in Attendance

Stephen Topaz

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:15pm by Chair Heynemann.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

REPORTS FROM WORKING GROUPS:

Access: Member Heynemann reported that the Access Working Group has met a number of times since the last board meeting and have been working on increasing materials for Spanish speaking patrons. This includes staff training as well as adding a Spanish version to forms, flyers and other patron materials. Reference Librarian Herren-Kenaga is working on adding offerings on the Library website as well as looking at training material for staff. Prior staff has had some Spanish proficiency. Member Birkle offered to help with pronunciation-based training, i.e., a sheet of common terms that the staff can work on. Councilor Topaz suggested to look into a device, like a phone, that might have an app that could work as a translator.

Communications: Member Gaelrun-Maggi reported that the Communications Working

Group is currently working on using a marketing approach with Facebook, and they are creating a separate list for City Communications Officer Crystal King to use as content when the need arises. Trying to use the idea that 80 percent needs to be happy / good times information, and 20 percent needs to be asking for something. Member Gaelrun-Maggi asked if adding Instagram would be too much of a burden for the City's Communication Officer. A newsletter idea was talked about with Library Assistant Burkhart, who is already producing an 'Events' flyer. This Working Group also looked at other library websites to compare ours to. They are working on the relationship between the Library and the City's Recreation Program. Some of the programs that the Library has run in the past, like the babysitting class, are now being run by the Rec Program. The new St Helens Middle School would also offer an alternative for after school programs like the babysitting course. Councilor Topaz stated that with the new building they would have space available for programs.

Facilities: Director Jeffries reported that the Facilities Working Group has not formally met for a while, however, Youth Librarian Kolderup has been in contact with other libraries that have Makerspaces in order to set up a potential future visit by Board members. Book drop RFP: Director Jeffries reported that a Request for Proposals (RFP) was developed by Library Assistant Karmartsang and the Arts and Cultural Commission for repainting the two Library outside drop boxes. We don't know if any bids have been submitted, but in the case that none are received before the deadline, that date will be extended. Proposal for Additional space: Director Jeffries reported that the Library is working on a proposal to the Columbia Learning Center Board to convert some of the under-utilized space in the Columbia Learning Center wing of the building for use as a Makerspace. Director Jeffries stated that such a proposal would look at any necessary changes, such as emergency lighting, sidewalks and doors, and internet access. There are also old computers and furniture still in the room that will need to be removed. The group discussed the mission of the original Columbia Learning Center as a technology provider and the first Internet Service Provider in the area. When the computers were moved to the Library along with room scheduling responsibilities, the space became underutilized. The Columbia Learning Foundation changed their mission to just offering scholarships, and currently charge rent for using that part of the building. Member Birkle suggested that the Budget Committee should be informed about the proposal as there may be a budgetary impact. Director Jeffries stated that the proposed rent of the space would be \$300 per month. Originally, the building was designed to be expanded, but why add to the building when the existing space isn't being used at capacity? At one time, the space was offered to the Library, but there wasn't enough funding to consider that possibility, so the Columbia Learning Center Board offered a portion of the space to the tenants that are there now. Director Jeffries stated that details about the proposal to the Columbia Learning Center Board will be reviewed first with the City Council. If it doesn't work out, we will still have a Maker Program, it will just be much more difficult to store equipment and set-up / clean-up for programs. Board member interest in visiting a maker space: A signup sheet was distributed for Board Members to consider whether or not they would be available for touring one of these sites.

LIBRARY DIRECTOR'S REPORT: Library operation during director's leave: Director Jeffries reported that the Library operated very smoothly during her absence. She was impressed with staff coverage and the staff were extraordinarily supportive. Member Birkle stated that this reflects how well the Director manages the staff. Councilor Topaz stated that this shows that the Director is a good leader and a good teacher. Library of Things: Member Birkle stated that he used one of the Wi-Fi Hotspots available through the Library of Things (LOT) while on vacation and it worked very well. Member Stanko asked where the LOT items are displayed. Director Jeffries stated that they are currently being displayed at the front desk. Some of the items available for check out include Ukuleles, Kilowatt meters, and STEM (Science, Technology, Engineering and Math) kits. State of the City event: Director Jeffries attended the State of The City event on Saturday, January 11 and reported on what the Library does in the community. Swedish Roots in Oregon exhibit: Director Jeffries reported that the Swedish Roots display is available for viewing for two months. This display was organized in conjunction with the Columbia County Museum Association. Ukulele celebration: Director Jeffries reported that the Ukulele group will turn 5 in February and there will be a celebration on February 8 to mark the occasion. Our Youth Librarian will also offer a youth program as developed by a local patron. FY20/21 budget process: Director Jeffries reported that this year's budget proposal will include potential rent for the Maker Space, and that the rest will be requests for capital expenditures, such as, new carpeting and updated security panels and systems.

CITY COUNCILOR'S REPORT: Councilor Topaz stated that he wrote a report about the Library Director and how well she planned her leave of absence.

BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS: N/A

SUMMARIZE ACTION ITEMS: MakerFest will be held February 22 from 9:30 to 11:30 and is being organized by Youth Librarian Kolderup.

NEXT MEETING: The next regularly scheduled meeting will be Monday, February 10, 2020 at 7:15 p.m. in the Columbia Center Auditorium.

ADJOURNMENT: Chair Heynemann adjourned the meeting at 8:55 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	E	E	P	P	P	P	P		
02-10-2020									
03-09-2020									
04-13-2020									
05-11-2020									
06-08-2020									