

City of St. Helens
Library Board
Minutes from Monday, March 9, 2020
St. Helens Public Library

Members Present

Becky Bean
Lisa Beardslee
Patrick Birkle
Dan Davis
Melisa Gaelrun-Maggi, Vice Chair
Amanda Heynemann, Chair
Margie Stanko

Members Absent

Guests

Councilors in Attendance

Stephen Topaz

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary

OR

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.

BOOK GROUP REPORT: Member Gaelrun-Maggi reported that Facebook was updated with the new dates. There was a new member that attended and she gave suggestions. The next meeting for the Book Club is scheduled for March 19th, and the theme will be 'Nature' or 'The Environment'. The Book Club meets on Thursdays, except for June, when they will meet on Tuesday.

REPORTS FROM WORKING GROUPS: **Access:** Chair Heynemann reported that the Access Working Group has not met since the last board meeting. **Communications:** Member Gaelrun-Maggi reported that the Communications Working Group has not met since the last board meeting. **Facilities:** Director Jeffries reported

that the Facilities Working Group only received one bid for painting the book drops. There has not been a quorum for the Arts and Cultural Commission, so the bid has not been approved. There are still questions about copyright with the current proposed bid artwork, but it might be considered 'fan art'. Director Jeffries reported that there have been people coming in to look at the proposed 'Makerspace' so that bids can be made for electrical and plumbing modifications. These would include phone and data lines and possibly a sink. To plumb in a sink would require a pump to get the wastewater up the slope and into the main system. There is also a desire to change the flooring to a hard surface. And while the flooring and the plumbing only add extra benefits, the electrical work as well as a new sidewalk and door lock components would be necessary to make the space accessible. The current tenant has requested that all of the old furniture be sold at the next Friends book sale. Director Jeffries reported that the Rockwood Library on Stark Street in Portland has a Makerspace that would be worth checking out. Director Jeffries has been in contact with the Makerspace Program Director about coming into the space during one of the lab times to see what the space is like. The group discussed how to coordinate their schedules to find the best time to go.

LIBRARY DIRECTOR'S REPORT: Library Policies: Director Jeffries reported that there have been some 'First Amendment Auditors' entering public spaces like libraries to film with a camera, with the hope of engaging the public, staff, police or City officials as a way of testing First Amendment rights. Director Jeffries stated that we need to edit our Library Policies and inform staff how to interact with someone who comes into the library to film. They may need to have a consent form, otherwise, recording audio or video without permission is not legal. **Pandemic Preparedness:** Director Jeffries reported that at a recent Library Directors meeting, there was a conversation about how to handle someone who comes into the library with symptoms. We are making hand sanitizer and alcohol wipes available. We have a duty to keep the facility clean for patrons and staff. We have ordered new headphones that will be easier to clean. Ordering more hand sanitizer is on hold due to a lack of inventory from our supplier. We have a link on the homepage that points to a website that gives information about the virus. The group had a discussion about using alcohol wipes on keyboards. At some point facilities will simply have to be closed. Director Jeffries had a conversation with City Administrator John Walsh specifically about the contact with the public at the Library and the Rec Center, and how at these locations there is a larger exposure to the community. The group discussed information from a handout, Pandemic Preparedness, with suggestions like removing a chair between people in seating areas and other ways to encourage social distancing. We want to start with education, for example, how to wash your hands properly and how to avoid contact with other people. Member Davis asked if the Library has a policy for when to close the Library. Director Jeffries stated that there isn't one. Member Davis also suggested that the Library should have a policy on when to reopen as well. The City Administrators will be getting advice on when to close facilities from the Oregon Health Authority. Councilor Topaz stated that we should have a hard 'switch' that indicates when action is necessary. Member Davis asked if there was a cost beyond normal for a 'deep clean'. Director Jeffries stated that she

has already asked about adding cleaning services from the contracted cleaning crew, and the answer is that extra cleaning is not available. The easiest way to get this extra cleaning is to have current staff do it. Councilor Topaz stated that special cleaning should be handled by a special cleaning crew. The group discussed how the responsibility of safe behavior lies with the patrons. The City Administrator stated that there is a line between the costs of keeping open and us overreacting and alarming the public. Member Bean suggested that perhaps we could look at what other groups / institutions are doing to make a determination about when to close. Director Jeffries also asked about what happens if staff get sick? How does the Library stay open if several staff get sick? **FY20/21 Budget Process:** Director Jeffries reported that the City Council had a meeting about goals, and she was asked to produce a list of needs / wants for the Library. Director Jeffries asked staff to give their ideas. There are several ideas already on the list, for example, replacing the carpeting and the furniture throughout the building. Director Jeffries stated that any expense over \$5000 would come from the building fund that was established from the sale of the old library building. **Columbia County Reads:** Director Jeffries reported that the upcoming installment of this program features a local author, Warren Easley, and his book "No Way To Die" is set in Oregon. Four of the six libraries in Columbia County will feature this program. Several copies of the featured book are available for check out. **Diane Barbee's Retirement:** Director Jeffries asked that board members be aware of several dates over the next several months. There are two terms that will expire on June 30, and the Board will need to vote on any recommendation forwarded the City Council for approval. Director Jeffries also asked that the board reserve the date for Diane's retirement party, June 8.

CITY COUNCILOR'S REPORT: Councilor Topaz reported that he asked that City employees and Councilors, etc., get library cards. He also mentioned that a request was made by Director Jeffries to allow the Library to close on July 3 as part of the Fourth of July holiday observance. Director Jeffries asked Councilor Topaz about City goals, and Councilor Topaz replied that the current vision is only two years out and that some of the goals may not be attainable. Director Jeffries mentioned that the City Council had been invited to Independence to view their waterfront project.

BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS: N/A

SUMMARIZE ACTION ITEMS: Director Jeffries asked about attending the Makerspace in Rockwood. Secretary Dieter reminded Board members that it is important to avoid meeting as a group large enough to constitute a quorum. Member Birkle suggested that if the meeting purpose is stated as informational only then it shouldn't matter. The group decided to meet at 1:00pm on Sunday March 22nd at the Makerspace.

NEXT MEETING: The next regularly scheduled meeting will be Monday, April 13, 2020 at 7:15 p.m. in the Columbia Center Auditorium.

ADJOURNMENT: Chair Heynemann adjourned the meeting at 9:01 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	Meeting Cancelled								
03-09-2020	P	P	P	P	P	P	P		
04-13-2020									
05-11-2020									
06-08-2020									