

City of St. Helens
Library Board
Minutes from Monday, May 11, 2020
St. Helens Public Library via ZOOM

Members Present

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

Members Absent

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.

VOTE TO RECOMMEND FOR AN ADDITIONAL TERM ON THE LIBRARY BOARD: Members Birkle and Gaelrun-Maggi have expressed an interest in remaining on the Library Board. After a short discussion, the group were all in favor of recommending each of them for an additional term.

LIBRARY DIRECTOR'S REPORT: Library Presentation: Director Jeffries asked that the Annual Library Presentation be added to the agenda. The group discussed the annual presentation that will be given by Chair Heynemann to the City Council on May 20, 2020. The presentation was shared with the group via screen sharing and Chair Heynemann described each of the slides in the presentation. Some of the items were discussed, including the new MakerSpace, the book club activities, Trunk-or-Treat, and the MakerFest. There was also a discussion about the status of Library Staff learning

Spanish to accommodate Spanish speaking patrons. The group also discussed the National Novel Writer's Month (NaNoWriMo) activities. Director Jeffries stated that the City Council might ask what our plans are for the upcoming year, and that the presenters should be prepared to answer that question.

LIBRARY DIRECTOR'S REPORT:

Library Remodeling: Director Jeffries stated that the current remodeling is going very fast. The Armstrong Room has received new paint and new flooring. The Auditorium has received new paint and carpeting, and is awaiting the re-installation of the seating and the curtains. The Columbia Learning Center is going to meet and decide what to do with all of the furniture in the old learning center space. The current schedule shows that the painting and installation of the sink and cabinet are to be done on the 20th of May, and the new flooring is going down on the 26th.

Library Reopening: Director Jeffries stated that physical distancing will prove to be a challenge, but we are working on a plan to move some staff into the Armstrong room as a temporary office, which will allow staff to spread out. We are currently working on a 'curbside' checkout system. We are also working on a system that will allow patrons to make appointments to use the public computers. We are looking at how arrange the space to allow for proper distancing as we eventually have patrons reenter the building, things like one-way traffic that might utilize the courtyard doors to allow patrons to exit the Library without being too close to those that are entering. City Administrator John Walsh has stated that the City is ready for Phase 1 reopening, but that the Library may have a different timetable due to the remodeling and the complexity of offering services to the public. We will have to look at actual square footage of the building to determine how many people can be in the building at one time. Member Davis asked if the City has a plan, one that includes the Library. The group discussed the possible reopening ideas. Director Jeffries stated that the Library and the Rec Center are the two biggest departments that have participation by the public and that there isn't currently a plan for things like contact tracing.

Director Jeffries stated that City Councilor Topaz has been working on creating a 'plexiglass' type barrier for the front counter. Member Bean asked if the Library was securing any State funds that might help. Director Jeffries stated that we are not at the present time. Member Stanko asked if the cleaning crew was going to do any 'deep' cleaning. Director Jeffries stated that this is not on the schedule, and that most of the cleaning that will be necessary under the current circumstances would be done by staff, i.e., wiping down surfaces in between patrons. We are also quarantining all of the items that are being returned, but some things like wiping down cloth covered chairs might be impossible.

Member Birkle stated that the budget was passed, but that doesn't mean that it will be spent. The group discussed the current budget process.

CITY COUNCILOR'S REPORT: Councilor Topaz reported that the budget is always done by the rules, but how the funds are spent is determined by department. The City

allows for a 20 to 30 percent reserve in case there isn't enough revenue to cover the costs. Councilor Topaz also mentioned that it was a good idea to realign the Auditorium seats to allow for the new entrance and exit steps.

BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS: N/A

SUMMARIZE ACTION ITEMS: The Annual Report is due on May 13, and Chair Heynemann will present the Annual Report to the City Council on May 20 at 1:00 pm.

NEXT MEETING: The next regularly scheduled meeting will be Monday, June 8, 2020 at 7:15 p.m. via Zoom.

ADJOURNMENT: Chair Heynemann adjourned the meeting at 8:20 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	Meeting Cancelled								
05-11-2020	P	E	P	P	P	P	P		
06-08-2020									