

City of St. Helens
Library Board
Minutes from Monday, September 14, 2020
St. Helens Public Library via ZOOM

Members Present

Becky Bean
Dan Davis
Melisa Gaelrun-Maggi, Vice Chair
Amanda Heynemann, Chair

Members Absent

Lisa Beardslee
Patrick Birkle
Margie Stanko

Councilors in Attendance

Stephen Topaz

Guests

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:23pm by Chair Heynemann.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

VOTE FOR VICE-CHAIR: The group discussed electing Member Stanko as Vice-Chair, but no motion was made due to her absence.

LIBRARY DIRECTOR'S REPORT: Trunk or Treat: Director Jeffries stated that an email was sent out concerning the annual Trunk or Treat event. This year will be run by the Recreation Department and will have a different look because of COVID-19 restrictions. There will be 500 tickets for 500 'treat' bags that will be distributed after participants drive by and view a lineup of decorated vehicle trunks or booths. At the end of the line, volunteers will hand out the bags. Chair Gaelrun-Maggi suggested that the items for the Library's bag should be special. The group discussed some of the ways that might be considered in decorating our vehicle. **Minimum Conditions for Public Libraries in Oregon:** Director Jeffries described the Minimum Conditions for Public Libraries in Oregon – a result of legislation enacted by our State Legislature. The

requirements include many things, from submitting statistical reports, i.e., reports for item circulation and program participation, to making policies available to the public, online. Director Jeffries wanted to inform the Board that while we have all of the required policies, some are still informal and need to be updated before they can be made available. Director Jeffries asked the Board to specifically consider our Collection Development Policy, as that policy contains a section on material challenges, which is when a request to reconsider library materials is received. The policy should describe the process for making a material reconsideration request, and Director Jeffries asked the board to consider having the process include possible resolution at the local library level, then through a process of escalation, to the Library Board and finally to the City Council. This process would allow any potential request to be resolved quickly by Library staff before an appeal is made to have the request heard by the Library Board and again to the City Council. The group discussed the request process and agreed that resolution should start with Library staff, and if unresolved, move to the Library Board, and finally to the City Council. **General News:** Director Jeffries stated that the sidewalk for access to the Makerspace has been completed, and we are now waiting on the door hardware and the ceiling tile replacement. The courtyard gate and fence were removed and reinstalled with 'sleeves' to make it easier to be removed the next time. Curbside services are working well. Because of the recent air quality issues, N95 masks have been available for staff while in the building. We are currently working on a design that will allow 6 public computers to be available for public computer use. We have had the Arts Guild and the Writers Guild in the building for their meetings, and we had a request for use of the auditorium for a few members of the ukulele group who want to make some recordings. Youth Librarian Kolderup has been doing pop up 'storytimes in the park', however, this might change when the weather gets worse. She has been working with Shanna Duggan at the Rec Center to create outreach activities. We have been getting good feedback from patrons who have been taking advantage of the services that are available.

CITY COUNCILOR'S REPORT: Councilor Topaz stated that the schools were open and then closed again, and that many people are getting cabin fever. Also, that the Macy's Day Parade will not happen this year.

BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS: Director Jeffries asked Chair Gaelrun-Maggi about the Book Club schedule and wanted to follow up with ideas about how to generate more interest in the club. Chair Gaelrun-Maggi stated that she would contact Member Stanko about becoming the next Vice-Chair.

SUMMARIZE ACTION ITEMS: The election of a Vice-Chair needs to be on the next agenda. The Book Club needs to consider holding their next meeting online.

NEXT MEETING: The next regularly scheduled meeting will be Monday, October 12, 2020 at 7:15 p.m. via Zoom.

ADJOURNMENT: Chair Gaelrun-Maggi adjourned the meeting at 8:50 pm.



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
07-10-2020	Meeting Cancelled								
08-10-2020	P	P	P	E	P	P	E		
09-14-2020	P	E	E	P	P	P	E		
10-12-2020									
11-13-2020									
12-14-2020									
01-11-2021									
02-08-2021									
03-08-2021									
04-12-2021									
05-10-2021									
06-14-2021									