

City of St. Helens
Library Board
Minutes from Tuesday, April 12, 2016
Columbia Center Auditorium

Members Present

Barbara Lines, Past-Chair
Marsha Caton, Chair
Nancy Herron, Vice-Chair
Mary Ellen Funderburg
Eloise Bates

Members Absent

An Der Chang

Guests

Patty James

Councilors in Attendance

Susan Conn

Staff Present

Margaret Jeffries, Library Director
Nicole Woodruff, Library Secretary



CALL MEETING TO ORDER: The meeting was called to order at 6:39 p.m. by Chair Marsha Caton.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved with no changes.

AGENDA REVISIONS: Sub-committee recommendation for new Board Member.

REPORT FROM LIBRARY BOARD SELECTION SUBCOMMITTEE: The Library Board Selection Committee interviewed Patty James and recommended her for the vacant seat on the Library Board. The Board approved the motion and Councilor Conn will take the recommendation to City Council for approval.

ANNUAL REPORT TO THE CITY COUNCIL: Board Chair Caton will present the Library Board Annual report to City Council on May 18 at 2p.m. She will talk about the strategic planning the Board is starting, and the processes being used in the planning including the ideas presented by Library Strategies at the OLA/PLD Fundraising Workshop, the Board's strategies for creating a 5-year plan, and the Standards for Oregon Public Libraries.

REVIEW MATERIALS FROM THE SIUSLAW PUBLIC LIBRARY DISTRICT'S STRATEGIC PLANNING PROCESS: After reviewing the Siuslaw Public Library District's Strategic Plan, the Board decided to create a "snapshot" of the St. Helens Public Library-mission statement, history, the Library now, how we serve the community, budget overview, etc. From the snapshot, a questionnaire can be developed for stakeholder input. The Board discussed how best to get input from local schools and what connections the Library and School District has already established.

Director Jeffries will schedule a meeting with the St. Helens School District Superintendent to learn more about the School District's strategic planning process and to determine how to best involve teachers, librarians and other school staff in the Library's strategic planning.

Once the meeting with the Superintendent has occurred the Board will decide if a Focus Group specifically for the School District needs to be included in the budget for the Ford Family Foundation Grant application. Director Jeffries will then write the grant proposal.

DISCUSSION OF COMMUNITY STAKEHOLDERS: The Board created a first draft of stakeholders in the community to invite to a community input workshop. The list will be transferred to a spreadsheet to be updated by Board Secretary Woodruff. Board Members will fill in names of individuals to contact for the workshop.

COUNCILOR'S REPORT: N/A

FRIENDS' REPORT: N/A

NEXT MEETING: The next regular meeting is scheduled for Monday, May 23, at 6:30 p.m. in the Auditorium.

Members need to bring all relevant materials to each meeting.

ADJOURNMENT:

The meeting was adjourned at 8:20 p.m. by Chair Caton.

CR

Respectfully submitted by:

Library Board Secretary, Nicole Woodruff

2015-2016 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bensen	Caton	Chang	Jolissaint	Lines	Mann	Woicak
01/15/15	P	P	E	E	P	P	E
02/19/15	P	P	E	E	P	E	P
03/19/15	P	P	E	P	P	P	P
04/16/15	P	P	E	P	P	P	P
05/21/15	P	E	E	P	P	P	P
06/16/15	E	P	P	E	P	P	P
Date	Caton	Chang	Funderburg	Herron	Jolissaint	Jones	Lines
07/14/15	E	P	P	P	P	P	P
08/18/15	P	P	P	P	E	P	P
09/15/15	P	E	P	E	P	P	P
10/20/15	P	E	P	P	U	E	P
<u>11/09/15</u>	<u>P</u>	<u>E</u>	<u>P</u>	<u>P</u>	<u>E</u>	<u>E</u>	<u>P</u>
11/17/15	P	P	P	P	U	E	P
12/15/15	No December Meeting						
01/19/16	P	P	P	P		P	P
02/09/16	P	E	P	P		E	P
03/15/16	P	E	P	P			P
Date	Bates	Caton	Chang	Funderberg	Herron		Lines
04/12/16	P	E	P	P	P		P
05/23/16		E					
06/21/16							
07/19/16							