

City of St. Helens
Library Board
Minutes from Monday, May 23, 2016
Columbia Center Auditorium

Members Present

Barbara Lines, Past-Chair
Marsha Caton, Chair
An Der Chang
Mary Ellen Funderburg
Patty James

Councilors in Attendance

Staff Present

Margaret Jeffries, Library Director
Nicole Woodruff, Library Secretary

Members Absent

Nancy Herron, Vice-Chair
Eloise Bates

Guests

Melisa Gaelrun-Maggi
11 Students from the St. Helens High
School



CALL MEETING TO ORDER: The meeting was called to order at 6:34 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: Changed order of agenda items.

REPORT FROM LIBRARY BOARD SELECTION SUBCOMMITTEE: The Library Board Selection Committee interviewed Melisa Gaelrun-Maggi and recommended her for the vacant seat on the Library Board as of July 1, 2016. The Board approved the motion and Councilor Conn will take the recommendation to City Council for approval.

REPORT FROM FUNDING WORKSHOP: The Columbia County Cultural Commission held a workshop about effective fundraising strategies for non-profits. Board Member Lines attended. The key points gleaned from the workshop were to know the community from which funds are being raised and to plan fundraising events that build to a climax and then slowly taper off, like a bell curve.

ANNUAL REPORT TO THE CITY COUNCIL: Board Chair Caton will present the Library Board Annual report to City Council on June 1 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. Board reviewed slides with Caton.

STRATEGIC PLANNING:

Meeting with Superintendent Recap-The school district committed to funding small focus groups to gather input on their strategic plan. Superintendent Stockwell said the most vital thing they discovered in their process was to take the focus group to people, not to ask people to come to the district to offer input. Stockwell committed to assisting the Library with a focus group for district employees. He will schedule a time for teachers etc. to be available to us. The cost of a focus group is included in the quote from Consultant Penny Hummel.

If the Board plans to begin working with Hummel in July, there may be a gap between when the Strategic Planning Process begins and when the funds from the Ford Family Foundation Grant are available. Director Jeffries will ask the Friends if they are willing to help cover the costs until the grant funds are released.

Things that can happen prior to the official start of the process are outline questions for an online and in-house community survey, the refinement of the stakeholders list and identifying a day or time that would allow the highest number of community members to attend a workshop with Hummel.

DISCUSSION OF COMMUNITY STAKEHOLDERS: The Board will continue adding to the list of stakeholders in the community to invite to a community input workshop.

COUNCILOR'S REPORT: N/A

FRIENDS' REPORT: N/A

NEXT MEETING: The next regular meeting is scheduled for Tuesday, June 21, at 7:15 p.m. in the Auditorium.

Members need to bring all relevant materials to each meeting.

ADJOURNMENT:

The meeting was adjourned at 8:38 p.m. by Chair Caton.



Respectfully submitted by:

Library Board Secretary, Nicole Woodruff

2015-2016 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Caton	Chang	Funderburg	Herron	Jolissaint	Jones	Lines
7/14/15	E	P	P	P	P	P	P
8/18/15	P	P	P	P	E	P	P
9/15/15	P	E	P	E	O	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	Funderburg	Herron		Lines
04/12/16	P	E	P	P	P		P
Date	Bates	Caton	Chang	Funderburg	Herron	James	Lines
05/23/16	E	P	P	P	E	P	P
06/21/16							
Date	Bates	Caton	Funderburg	Herron	James	Lines	Gaelrun-Maggi
07/19/16							
08							
09							
10							
11							
12							

