

City of St. Helens
Library Board
Minutes from Tuesday, June 21, 2016
Columbia Center Auditorium

Members Present

Barbara Lines, Past-Chair
Marsha Caton, Chair
An Der Chang
Mary Ellen Funderburg
Patty James
Nancy Herron, Vice-Chair
Eloise Bates

Members Absent

Guests

Melisa Gaelrun-Maggi

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 7:20 p.m. by Chair Marsha Caton.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved with a correction to the next meeting time and to the attendance record.

AGENDA REVISIONS: No change.

LIBRARY SUMMER EVENTS CALENDAR: Director Jeffries informed the Board about the Summer Reading Program (SRP) events happening at the Library.

UPDATE ON FY2016-2017 BUDGET, STAFF CHANGES, AND LIBRARY HOURS: Director Jeffries updated Board on spending for the end of FY2015-2016. The Library was able to convert all of the catalog records from MARC format to RDA format. Other purchases include new computer tables, more shelving units, a book browser bin, Oregon Experience DVDs, updated software, security cameras, and the U of O has converted more historical newspapers to digital format for the Library. The Library has

also purchased lockers that will be installed in July.

In FY2016-2017 the Library's Monday hours will be restored. The Library will be open from 10 a.m. to 7 p.m. Monday-Thursday, 10 a.m. to 5 p.m. Friday, and 10 a.m. to 2 p.m. Saturday.

Staffing changes happening in FY2016-2017 include Library Technician II Barbee will retire after 28 years with the City. She will continue on a part-time basis to train PT assistant Woodruff who is being promoted to Library Technician I and will become a full-time employee. Assistant Higgins will no longer be working for the Library.

Director Jeffries informed the Board that \$5,000 for professional development is included in the Library Budget for FY2016-2017.

STRATEGIC PLANNING UPDATE: Director Jeffries has been in contact with the Ford Family Foundation about the grant. They clarified several questions and Jeffries will have the proposal ready for Board approval at the next meeting. The Board decided to follow Consultant Penny Hummel's recommendation to make the stakeholders workshop a one-day session. The Board selected dates to meet with Hummel. Director Jeffries will confirm with Hummel and will inform the Board of the dates selected.

COUNCILOR'S REPORT: N/A

FRIENDS' REPORT: N/A

NEXT MEETING: The next regular meeting will be for Tuesday, July 12, at 7:15 p.m. in the Library.

Members need to bring all relevant materials to each meeting.

ADJOURNMENT:

Chair Caton adjourned the meeting at 8:48 p.m.

CR

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	P	P	P	P	P	P	P
Date	Bates	Caton	Funderburg	Gaelrun-Maggi	Herron	James	Lines
07/19/16							
08							
09							
10							
11							
12							