

City of St. Helens
Library Board
Minutes from Tuesday, January 19, 2016
Columbia Center Auditorium

Members Present

Barbara Lines, Past-Chair
Marsha Caton, Chair
Nancy Herron, Vice-Chair
Mary Ellen Funderburg
An Der Chang
Vanessa Jones

Members Absent

Guests

4 Students from SHHS Citizenship Class

Councilors in Attendance

Susan Conn

Staff Present

Margaret Jeffries, Library Director



CALL MEETING TO ORDER: The meeting was called to order at 7:17 p.m. by Chair Marsha Caton.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment. Board Members introduced to Guests.

PREVIOUS MEETING MINUTES: Minutes approved with no changes.

AGENDA REVISIONS: Agenda was changed to include a discussion about the subcommittee for researching the Oregon Library Passport Program.

PASSPORT PROGRAM SUBCOMMITTEE DISCUSSION: Director Margaret Jeffries listed several items to be considered before making a final decision to join the Passport Program.

- Should the cards be limited, or should Passport Patrons have the same online privileges as other Patrons?
- St. Helens Public Library (SHPL) does not subscribe to the Oregon State Library courier service. Would Passport Patrons return items borrowed from other

Libraries to SHPL? Jeffries stated Scappoose Library has not had that problem.

- What are the possible financial ramifications of joining the Program? What would the potential loss of revenue be if current non-resident patrons chose to get a less expensive non-resident card at a different Passport Library?
- What is the added value to the Library and the City of joining the Passport Program?

LIBRARY DIRECTOR'S REPORT:

- SUB-COMMITTEE TO INTERVIEW NEW BOARD MEMBER: Past-Chair Barbara Lines and Member Mary Ellen Funderburg will interview applicants for the Library Board. January 29, 2016 is the last day for applications to be submitted. Director Jeffries asked the Board to encourage community members to apply in order to create a broader representation of the community and a well-rounded Board that represents a diverse St. Helens.
- UPDATE ON STAFFING: Director Jeffries asked Council to approve hiring a 10hr/week assistant to help cover staffing shortages created by the loss of the Youth Librarian and maternity leave for a current part-time assistant. Member Funderburg asked if the number of hours the current assistants were working per week could be increased. Jeffries said that increasing the hours of the current assistants would require the payment of benefits that are not included in the current budget. Jeffries would like to restore staffing to 5.5 FTE for FY 16-17.

Assistant Woodruff is doing all three storytimes until a Youth Librarian is hired.

Assistant Bean and Reference Librarian Herren-Kenaga are continuing Teen Game Nights.

Interviews for the new Youth Librarian will take place the last week in January with a five-person panel.

The application deadline for the .25 assistant closes on February 5, 2016.

- STRATEGIC PLANNING GRANT: Director Jeffries will inform City Council that the Library wants to pursue a \$5000 technology assistance grant from the Ford Family Foundation to help cover the cost of hiring Penny Hummel of Penny Hummel Consulting to help the Board create a Strategic Plan for the Library. There is a requirement of a 20% match (\$1000 plus any additional costs) that the Library will have to provide.
- BY-LAWS: Director Jeffries and Board Secretary Woodruff will identify areas in the By-Laws that are currently in conflict with the Municipal Code and submit to Council any needed changes to the Code.

COUNCILOR'S REPORT: N/A

FRIENDS' REPORT: N/A. No meeting in December. The next meeting is scheduled

for January 27, 2016.

NEXT MEETING: The next regular meeting is scheduled for Tuesday, February 9, at 7:15 p.m. in the Auditorium.

Members need to bring all relevant materials to each meeting.

ADJOURNMENT:

The meeting was adjourned at 8:03 p.m. by Chair Caton.



Respectfully submitted by:

Library Director, Margaret Jeffries

2014-2015 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bensen	Caton	Chang	Jolissaint	Lines	Mann	Woiccak
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						
	N/A						
01/19/16	P	P	P	P		P	P
02/09/16							
03/15/16							
04/12/16							
05/17/16		E					
06/21/16							
07/19/16							