

City of St. Helens
Library Board

Minutes from Monday, December 13, 2021

St. Helens Public Library - Hybrid - Columbia Center and ZOOM

Members Present

Dan Davis, Chair
Rob Dunn, Vice Chair
Amanda Heynemann
Jana Mann
Jessica Sturdivant
Diana Wiener

Members Absent

Becky Bean
Melisa Gaelrun-Maggi, Past Chair

Guests

Rachael Barry, City of St Helens

Councilors in Attendance

Stephen Topaz

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:16 pm by Chair Davis.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

STRATEGIC PLANNING EXERCISE: Rachael Barry, the Government Affairs & Project Support Specialist began the Strengths, Weaknesses, Opportunities and Challenges (SWOC) process by asking board members to list some strengths of the Library. The group came up with a long list, including attributes like having a supportive Council, having a knowledgeable staff, providing great youth programs, offering support for community groups, making a safe space for diversity and offering resources for underserved populations. The group then made a list of weaknesses, including losing our Director, interconnectedness with other County libraries, limited hours, and the loss of physicalness because of the curtain of Covid-19. The group then made a list of opportunities, including utilizing extra space around the building for expansion, increasing genealogy resources, increasing partnerships with local groups, including the School District, using the Makerspace as a launchpad for connecting with the community, and

increasing funding sources like grants / endowments. The group then made a list of challenges, including the inability to get a library card without a residential address, providing resources for the homeless / houseless populations, being prepared for large scale emergencies (i.e., earthquakes), and serving the varying requirements for different levels of digital technology. The group then discussed some of the challenges in general, including the Library's roll in offering social services, like warming / cooling center services, some that might be better addressed from a City wide approach.

LIBRARY DIRECTOR'S REPORT: PROCESS FOR SELECTING NEW LIBRARY DIRECTOR: Director Jeffries described the process for hiring the new Director. There will be sets of interviews in January by teams that will include City Councilors, City staff, Library staff, Library Board members, and community members. At least a dozen applications have been received by the City so far and Director Jeffries had referred several prospective applicants to the City that had contacted her directly. Chair Davis asked how this process differs from the process when Director Jeffries was hired. Director Jeffries stated that it was a much different process back then, and she was already working here at the Library when the Director position became available. Director Jeffries stated that the newly hired Library Assistant, Allen Hansen, worked his first day today. He will fill the role of Makerspace Tech and will support current and future programs in the Makerspace. His background includes setting up the Makerspace at the University of Portland. **REVIEW OF CURRENT STRATEGIC PLAN:** Director Jeffries stated that the City Council is requesting a list of projects for the next two-year period. Library staff met with Rachael Barry at a recent staff meeting and developed a list that included no longer charging overdue fines, developing a courier service between libraries in Columbia County, securing long term funding for the Makerspace, creating free library cards for all students, and reviewing current mission and value's statements to begin a rebranding process. The group discussed the rebranding process and the active participation of Board members in that process.

CITY COUNCILOR'S REPORT: Councilor Topaz stated there was no new news to add.

BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS: N/A

SUMMARIZE ACTION ITEMS: Chair Davis identified the following items: Rachael Barry will send out the list of SWOC items and ask each board member to vote for two items from each area that they feel are the most important. Director Jeffries will send out the list of future projects identified by staff to board members for feedback.

NEXT MEETING: The next regularly scheduled meeting will be Tuesday, January 18, 2022 at 7:15 p.m. via Zoom.

ADJOURNMENT: Chair Davis adjourned the meeting at 8:31 pm.

OR

Respectfully submitted by:

Library Board Secretary, Dan Dieter

2021-2022 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Davis	Dunn	Gaelrun-Maggi	Heynemann	Mann	Sturdivant	Wiener	VACANT
07-12-2021	P	E	P	P	P	P	P	E	
08-9-2021	P	P	P	P	P	P	P	E	
09-13-2021	E	P	P	P	E	P	P	P	
10-11-2021	P	E	P	P	P	P	E	E	
11-8-2021	E	P	P	E	E	P	P	P	
12-13-2021	E	P	P	E	P	P	P	P	
01-18-2022									
02-15-2022									
03-14-2022									
04-11-2022									
05-9-2022									
06-13-2022									