

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, January 17, 2017**  
Columbia Center Auditorium

**Members Present**

Nancy Herron, Chair  
Barbara Lines  
Marsha Caton, Past-Chair  
Mary Ellen Funderburg, Vice-Chair  
Melisa Gaelrun-Maggi

**Members Absent**

**Guests**

Amanda Heynemann  
Heather Anderson-Bibler

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Secretary

OR

**CALL MEETING TO ORDER:** The meeting was called to order at 7:19 p.m. by Chair Nancy Herron.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment.

**REVIEW AND APPROVE QUESTIONS FOR LIBRARY BOARD APPLICANTS:**

Members of the Library Board Nominating Sub-Committee submitted interview questions for Library Board applicants to the Library Board for approval. Past-chair Caton motioned questions be accepted. Member Gaelrun-Maggi seconded the motion. Motion passed by unanimous vote.

**DISCUSSION OF CHANGES TO THE MUNICIPAL CODE GOVERNING THE LIBRARY BOARD:** Director Jeffries explained the process for making changes to the Municipal Code. She will propose the change to City Council on January 18, 2017.

**STRATEGIC PLANNING REVIEW FINAL DRAFT AND IMPLEMENTATION PLAN:**

Formatting changes were suggested for the implementation plan to differentiate between new actions and ongoing actions. Board discussed when the implementation plan would be put into action and Director Jeffries stated that some aspects of the implementation plan have already been put into action. Chair Herron asked that a copy of the final draft of the Strategic Plan be mailed to the Strategic Planning workshop attendees as soon as possible.

Vice-chair Funderburg made a motion to accept the Final Draft of the Strategic Plan with copy editing changes. Member Lines seconded the motion. Motion passed by unanimous vote.

Member Lines requested that a bi-monthly report be made to the Board about implementation progress by the staff. Director Jeffries suggested that a page could be added to the website with updates for the public as well.

**OTHER BUSINESS:** Board will need to update/form new subcommittees to address upcoming business.

The next Conversation Project-Understanding Disability-will be taking place Thursday, March 23, 2017 at 7:00 p.m. in the Library.

**COUNCILOR'S REPORT:** N/A

**FRIENDS' REPORT:** N/A

**NEXT MEETING:** A special meeting will held Tuesday, February 21, 2017 at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

Chair Herron adjourned the meeting at 8:46 p.m.

✍

Respectfully submitted by:

---

Library Board Secretary, Nicole Woodruff

## 2016-2017 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bates	Caton	Funderburg	Gaelrun-Maggi	Herron	James	Lines
07/19/16	E	P	P	P	P	P	P
08/16/16	E	P	P	E	E	P	P
09/20/16	E	E	P	P	P	P	P
10/18/2016		P	E	P	P	E	P
11/15/2016		P	P	P	P	E	P
12/13/2016	No December Meeting						
01/10/2017		P	P	P	P		P
01/17/2017		P	P	P	P		P
02/21/2017							
03/21/2017							
04/18/2017							
05/16/2017							
06/20/2017							
Date							
07/18/2017							
08/15/2017							
09/19/2017							
10/17/2017							