

City of St. Helens  
***Library Board***  
**Minutes from Monday, August 8, 2022**  
St. Helens Public Library via ZOOM

**Members Present**

Dan Davis, Past Chair  
Melisa Gaelrun-Maggi  
Jana Mann  
Aaron Martin  
Lynne Pettit  
Jessica Sturdivant  
Diana Wiener

**Members Absent**

Rob Dunn, Chair

**Guests**

**Councilors in Attendance**

N/A

**Staff Present**

Suzanne Bishop, Library Director  
Dan Dieter, Library Board Secretary



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

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No comments.

**PREVIOUS MEETING MINUTES:** Minutes were reviewed and approved.

**INTRODUCTION OF NEW BOARD MEMBERS:** Aaron Martin introduced himself to the group. He operates a local law practice and has been involved in the Law Library as well as the Planning Commission. Lynn Pettit, who has attended the last few board meetings as a guest, was introduced again. She will talk about the Spotlight [local newspaper] article during the comment period.

**SELECTION OF NEW VICE-CHAIR:** The group discussed the process and possible candidates for the role of Vice Chair. Member Jana Mann volunteered to take the role and was affirmed by the group.

**LIBRARY DIRECTOR'S REPORT:** Director Bishop thanked the new members for joining the board. The announcement for the last remaining position was posted by City Recorder Payne and will appear in a local press release. Director Bishop stated that she met with City officials last week to discuss how the Library operates as a cooling center. Right now, the Library is the only City facility to operate as a cooling center, but there is a possibility of adding the Community Center and the Senior Center in the future. When there is an Excessive Heat Warning based on the National Weather Service report for our zip code, the City will post notices on social media and the Library will operate as a cooling center for the duration of the warning. Library staff will have the first choice to fill the extra hours for the heat event, and then the hours will be offered to other City employees. The Rec Center and the Community Center didn't open because they didn't have enough staff. When the Excessive Heat Warning thresholds are not met, we will only list normal hours of operation stating that we are an air-conditioned space. Member Davis asked how this worked the last time and if there were any extra services available. Director Bishop stated that we hosted about 20 extra people the last time, and there were board games available as well as cups for the water dispenser. The State offers water bottles, but they only come in bulk on a pallet, and we do not have room for storing that much. It is a challenge for other centers as air-conditioned temperatures are difficult to maintain. Having a space that will take animals presents an additional issue. If this comes up, there might be a possibility of using the Fairgrounds. Member Martin asked if staff were training in recognizing heat related health issues. Director Bishop stated that she will ask the City about training. Member Pettit asked about Community Action Team's (C.A.T.) participation. Director Bishop stated that she didn't know how C.A.T. plays into Cooling Center operations. The group discussed C.A.T.'s participation in past Warming Center operations. Member Wiener stated that C.A.T. is currently overwhelmed. Director Bishop stated that Government Affairs Specialist Barry was hoping to attend this meeting to continue the discussion of the strategic planning process. Director Bishop also stated that Specialist Barry was recently involved in a tour of the Makerspace with the State partner tour, which included members of the Columbia County Economic Team (CCET) and the Department of Environmental Quality (DEQ). Member Davis asked where the Strategic Plan was in the list of priorities. Director Bishop stated that the Strategic Plan was a top priority, and the current discussion includes questions about whether to hire a consultant to do this work, or if it would be done in-house.

**YOUTH LIBRARIAN JOB POSTING:** The job description for the Youth Librarian was approved by City Council. The position will be posted next week. Member Davis asked how wide a net would be used for the posting. Director Bishop stated that the position would be posted through local agencies as well as the American Library Association (ALA) which is a national organization.

**REPORT TO CITY COUNCIL:** Director Bishop stated that she gave the report to City Council last week. The report was the same PowerPoint presentation that was reviewed by the Library Board. Council persons Birkle and Topaz gave positive comments in response to the report.

**UNITED WAY DAY OF CARING, SEPTEMBER 12, 2022:** The United Way will be here on that day to plant things in the courtyard. Director Bishop also spoke about staff training. At the next staff meeting, a member of Columbia County Mental Health (CCMH) will provide training on how to recognize people under

stress. Next month the training will include a fire drill and a presentation on how to prepare for an active shooter. CCMH staff will start bringing over participants for activities in the Makerspace. Director Bishop stated that she has had conversations with representatives from the Columbia County Public Health office about being a distribution site for free Covid tests. There may be other community partners doing this, but we are the only City facility that will participate. Lastly, Director Bishop stated that she has had opportunities to work at the front desk and has enjoyed the amazing exchanges between library staff and patrons.

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

**BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:** Member Pettit gave an update on the Friends of the St Helens Public Library. The next book sale will be October 21 and 22. There will be a new 'little library' placed outside the Columbia Pacific Food Bank, which opens Friday August 12. Joan Youngberg will create the new unit, which will match the look of the Food Bank architecture. The Friends also have a new brochure which includes an application to join. Donations are back on track. The Friends are getting information about an extra egress door for the library building. Member Davis asked if there was a map that shows where all the 'little libraries' are. Member Pettit described where the locations are and that there is a map for "Free Little Libraries" which is an organization that does the same thing but requires money to join.

**SUMMARIZE ACTION ITEMS:** Director Bishop will get information about heat illness training.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, September 12, 2022 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Member Davis adjourned the meeting at 8:01 pm.

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Respectfully submitted by:

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Library Board Secretary, Dan Dieter

## 2021-2022 Library Board Attendance Record

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

Date	Davis	Dunn	Gaelrun-Maggi	Mann	Aaron Martin	Lynne Pettit	Sturdivant	Wiener	VACANT
07-11-2022	P	P	P	P	-	-	E	E	-
08-08-2022	P	E	P	P	P	P	P	P	
09-12-2022									
10-10-2022									
11-14-2022									
12-12-2022									
01-09-2023									
02-13-2023									
03-13-2023									
04-10-2023									
05-08-2023									
06-12-2023									