

City of St. Helens
Library Board
Minutes from Monday, November 14, 2022
St. Helens Public Library via ZOOM

Members Present

Dan Davis, Past Chair
Melisa Gaelrun-Maggi
Ellen Jacobson
Jana Mann, Vice Chair
Aaron Martin
Lynne Pettit
Jessica Sturdivant

Members Absent

Rob Dunn, Chair
Diana Wiener

Guests

Rachael Barry

Councilors in Attendance

Stephan Topaz

Staff Present

Suzanne Bishop, Library Director
Dan Dieter, Library Board Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:18 pm by Chair Dunn.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

OLD BUSINESS: STRATEGIC PLAN UPDATE: Government Affairs Specialist Rachael Barry talked about the sticky note sheet with potential groups, such as city government, the food bank, educators, as well as individuals in the community like seniors, students and folks that live outside the city. Director Bishop shared the draft of a presentation that covers the strategic planning process, including the current mission statement, highlights of library programs for children and adults, highlights of current collections like the library of things and highlights of developing features like the Makerspace. The group then discussed what types of questions to ask the stakeholders, i.e., services already being provided and services that might be provided in the future. Questions like "if money wasn't an issue, what would your ideal library look like?", or "what two words do you

associate with the library?" Member Davis asked if any demographic information would be collected. Specialist Barry gave an example of "language spoken at home." Member Jacobson asked if the questions could be printed on a sheet that could be handed out and collected later? Member Sturdivant asked if a presentation of the material could be made in Spanish? Specialist Barry suggested using the school district's system to mail out a survey to registered families. Vice Chair Mann asked if this could be accessed with a QR code? Specialist Barry and Director Bishop said that would be doable. Specialist Barry asked if there was other demographic information that should be considered. Councilor Topaz suggested that we ask about their proximity to the library, are there any issues with accessing library services, what times of the day, days of the week work best for programs, and is there any way to communicate visually with the library. Director Bishop stated that the library doesn't have any tools that allow that kind of connectivity. Councilor Topaz asked if it might be a good idea to look at that for the future, and Director Bishop said she would check into it. Specialist Barry asked the board if they were comfortable reaching out to stakeholders. The group discussed the process and indicated that it would be better to have a script based on the slide set. The group discussed who might contact which stakeholder group, and started populating the spreadsheet with that information. Member Pettit asked if Councilor Birkle would be available to present the information to Spanish speaking stakeholders. Also, who would translate any responses. Specialist Barry stated that it would be important for the information to be kept the same. Councilor Topaz stated that he would reach out to the veteran's groups. Specialist Barry said that the list would be redistributed once it was filled in.

NEW BUSINESS: N/A

LIBRARY DIRECTOR'S REPORT: Director Bishop stated that Ayrn Keeney (they/them), the new Youth Librarian will start next week, November 22. They have a great deal of experience in children's programming, and have developed programs specifically for teens, i.e., Anime Club. They also have had experience setting up a makerspace. Regular youth programming will resume in January. Introductions will begin soon, and they will likely be present for the next library board meeting. Repair Fair was held on November 5 and there were 12 volunteers who signed up. Numbers were low, but that could be expected as this was the first time this event was held. Many people were asking what was going on, so there was a good deal of interest. The knife sharpening was very popular. The library will be closed over the Thanksgiving holiday. The Library received a grant of \$2,500 from the State Library to cover the cost of the Ready to Read grant. Director Bishop stated that she was appointed to the Library Services and Technology Act (LSTA) Council as the Public Library Representative. Fire and earthquake drills were held at the last staff meeting, and all the staff attended the City's de-escalation training. The new egress windows for the children's room are delayed because of the shortage of glass. Positive comments were received from a patron concerning customer service at the library. Les Waters from the Columbia County Museum and Teresa Knight from the Art Guild are putting together a music-themed display for the cabinets in the hallway. Member Gaelrun-Maggi gave the report for two recent activities. The Kiwanis Children's Fair was successful, with about 200 attendees. Flyers and bookmarks were handed out. The Trunk-or-Treat event was well attended with about

440 goodie bags handed out. This event was very busy, and member Gaelrun-Maggi thanked all of those who assisted with this event. Vice Chair Mann gave the report on National Novel Writing Month (NaNoWriMo) activities. Thanks to the Library for allowing the use of the Armstrong Room for the month of November. There is a late-night-write that is scheduled for Friday, November 18 from 5:00 pm to 12:00 am. The writers are writing, but there aren't any numbers yet. Director Bishop stated that we are still giving out Covid tests, and we have started to give out masks again as well.

CITY COUNCILOR'S REPORT: Councilor Topaz stated that he won't be here next year. The Library has been a very progressive group and the staff is very knowledgeable. It is a great thing to have groups like the Friends to give financial assistance.

DISCUSSION ITEMS: Member Gaelrun-Maggi stated that the Book Club will be meeting at 7:00 pm on November 17, and the theme is "Ireland". She is also encouraging participation in the Bizarre at the Rec Center that is scheduled for Saturday November 19, from 9:00 am to 4:00 pm.

SUMMARIZE ACTION ITEMS: Specialist Barry will send out an email in a week or two with an updated stakeholder list.

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

ADJOURNMENT: Vice Chair Mann adjourned the meeting at 8:30 pm.

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Respectfully submitted by:

Library Board Secretary, Dan Dieter

2021-2022 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

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