

City of St. Helens  
***Library Board***  
**Minutes from Monday, January 9, 2023**  
St. Helens Public Library via ZOOM

**Members Present**

Rob Dunn, Chair  
Melisa Gaelrun-Maggi  
Ellen Jacobson  
Aaron Martin  
Lynne Pettit  
Jessica Sturdivant

**Members Absent**

Diana Wiener  
Jana Mann, Vice Chair

**Guests**

Rachael Barry

**Councilors in Attendance**

Partick Birkle

**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 Chair Dunn.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** N/A

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

**OLD BUSINESS: STRATEGIC PLAN UPDATE:** Government Specialist Rachael Barry asked Member Jacobson to give an update on the strategic plan. Member Jacobson stated that a presentation was made to City management on the progress of strategic plan activities. Member Jacobson shared screens of the Stakeholder meetings data collection form, which can be used to capture the data from the meetings that board members will be having with stakeholders. The finished data can be uploaded to a Google doc and then analyzed. Chair Dunn stated that he is familiar with algorithms and how disparate data can be organized, as it isn't easy to do. We might have to look at how to capture similarities in the data coming from the stakeholder meetings. The board discussed the form and how to use it. Stakeholder comments so far have all been very positive. Member Sturdivant asked if it might work better to use Google forms, that it might be a useful

way to use online tools to help organize the data. The Stakeholders List was reorganized to show to the City Council. Councilor Birkle also added a few new stakeholders to the list. The list has grown as it has been shared. Chair Dunn asked if this is the list we will use, will we have enough time to meet with all the stakeholder groups. The board discussed the idea of selecting the top 10 or 15 groups to focus on at first to make sure that the core constituency has been surveyed, and then if there is enough time, board members can go back and try to capture data from the remaining groups. Chair Dunn stated that some of the groups can be taken off the need-to-meet-with list because they are already associated with a board member. Director Bishop asked for clarification, as it seems that the board would like to use the natural connections to start with and then can go back and pick up others as time allows. The board discussed what progress would look like going forward. We can send out the spreadsheet this week and get the top groups noted. We can look at Google forms as an option as well. By the February board meeting we can share the information gathered from the stakeholder groups so far. There are three councilors that still need to be surveyed, and Member Martin volunteered to try to meet with them. A survey through SurveyMonkey is being built, and despite some technical issues, it should be available this week. We do have a QR Code available to direct constituents to the survey.

**NEW BUSINESS:** Director Bishop announced that Past Chair Davis has given his notice to leave the Library Board effective January 2, 2023.

**LIBRARY DIRECTOR'S REPORT:** Director Bishop stated that City Recorder Kathy Payne has been informed of Past Chair Davis's resignation and will publish a call for applicants. We need to spread the word about the strategic plan and the need to get as much feedback as we can. It is time for all board members to sign to confirm that they have read the Code of Ethics that the City requires. This is an annual task, and the signed confirmations need to be sent to City Recorder Kathy Payne. Youth Librarian Keeney has restarted regular children's programs. They have been engaging new families and has been able to spend some time with regular patron families as well. The Library will be closed January 16 for Martin Luther King Jr., day. Public Works has installed new solar powered lights in the staff parking area. These help illuminate the area and make it safer for staff. The Chamber of Commerce will be meeting at the Makerspace this Friday, January 13 at 8:00 am. This is an opportunity for staff to solicit partnerships with local businesses. State Senator Weber was scheduled to visit the Makerspace on January 5 was unable to make it. There will be an attempt to come back sometime in the future. Some recent statistics include first time circulations for juvenile material at 21,323 items, adult material at 10,446 items, and young adult material at 2,107 items. Circulation in the young adult collection is the most difficult. They do use the library though, for example, as a place to meet and work on homework. The semiannual report will be presented to City Council at the work session on February 1.

**CITY COUNCILOR'S REPORT:** Councilor Birkle introduced himself to the board as the City Councilor that is now assigned to the Library. He was a member of the Library Board prior to becoming a City Councilor. As a teacher, he is excited to better understand the relationship between the schools and the library. Councilor Birkle shared some

information about the library's history and how impactful the new building was when it was constructed. What does the Library need in the next fiscal year? The City has some loans to pay off and that might have budget implications. Last year it was a surprise to see removal of Youth Librarian position, so it is important to get involved in the budget committee process. Director Bishop welcomed Councilor Birkle back to the Board.

**DISCUSSION ITEMS:** Member Pettit stated that the City will separate the Parks and Recreation Department and create a Recreation Department and a Parks and Trails Department.

**SUMMARIZE ACTION ITEMS:**

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, February 13, 2023, at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chair Dunn adjourned the meeting at 8:05 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	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	P	P	P	P	P	P	P	P	U
01-09-2023	-	P	P	P	E	P	P	P	U
02-13-2023									
03-13-2023									
04-10-2023									
05-08-2023									
06-12-2023									