

City of St. Helens
Library Board

ACTION Minutes from Monday, November 13, 2023
St. Helens Public Library via ZOOM

Members Present

Rob Dunn, Past Chair
Ellen Jacobson
Jana Mann, Chair
Aaron Martin, Vice Chair
Lynne Pettit
Jessica Sturdivant

Members Absent

Melisa Gaelrun-Maggi
Fatima Salas
Diana Wiener

Guests

Councilors in Attendance

Russell Hubbard

Staff Present

Suzanne Bishop, Library Director
Dan Dieter, Library Board Secretary

OR

CALL MEETING TO ORDER: The meeting was called to order at 7:18 p.m. by Chair Mann.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes from October 9, 2023, were reviewed and approved.

OLD BUSINESS: MISSION STATEMENT: Member Sturdivant introduced the mission statement as presented by the Mission Statement committee. The group reviewed the statement as well as the vision statement and all agreed that it was well written. There were a few adjustments made and it will move to the next step in the process.

NEW BUSINESS: COMMUNICATION PLAN: Director Bishop shared a spreadsheet with details of the latest work on identifying the process of accomplishing the strategic planning goal of effective communication (Goal 3, Initiative 3) The group discussed the responsibilities of communicating through different channels, i.e., social media, local

newspapers, local school handouts to parents, and the local radio station. The group discussed which of these would be designated to board members and which would be designated to staff. The group also discussed the various in-house brochures and publications that might be used to describe programming and features of the library. The idea is to increase communication and then determine if this increase creates a similar increase in the use of library resources. The resulting impact would be highlighted in the annual reporting to City Council.

LIBRARY DIRECTOR'S REPORT: Director Bishop stated that the library has applied for a \$116,000 Growing Rural Oregon (GRO) Initiative grant. This grant would support a part-time Makerspace Technician, one-on-one Makerspace sessions and professional graphic design assistance for rebranding the library. The grant timeframe is January through July 2025. If the grant is approved, we could advertise for a Makerspace Technician in the new year. The library has already received a GRO grant for supporting a small business area to be located by the reference section. This \$1,000 grant for adding data base support for small businesses was increased by another \$1,000 grant for adding paper materials. The library also applied for another Library Services and Technology Act (LSTA) grant to support the Makerspace Technician position. Director Bishop stated that she attended the Public Library Directors group when they met in Lebanon Oregon recently. The library hosted the quarterly State Library Board meeting about three weeks ago. The City has been receiving regular janitorial services again, which includes services here at the library several days a week. The City has also posted a position for a full time custodian. COVID tests have been very popular over the last several weeks. Library staff have recently received NARCAN training and are scheduling now for child abuse training in January. All public library staff are mandatory reporters. The recent Timberline Lodge presentation had 61 participants. Councilor Sundeen will be presenting a program on World War II toys that is sponsored by the Columbia County Museum. The recent Children's Fair saw over 400 participants and the Trunk or Treat program saw 477 kids. The Halloween costume dance party saw 82 kids and parents. The library will be closed for three days over the Thanksgiving holiday, will be closed Saturday December 23 and Monday December 25, and will also be closed on January 1. Youth Librarian Keeney will potentially hold a dance party on December 31, like the one held for Halloween.

CITY COUNCILOR'S REPORT: Councilor Hubbard stated that he recently toured the library with Director Bishop and was impressed with the staff's energy and excitement. The City is discussing some plans that might bring in some new employment opportunities but for now budgets are very tight. The Timberline program that was held in the auditorium was very well done and more programs like that should bring in more adults. Also, the Makerspace is very impressive.

OTHER BUSINESS: Chair Mann stated that the National Novel Writer's Month (NaNoWriMo) has started, and that the library will host the late-night-write event this Friday. The St. Helens writers have traditionally done very well.

SUMMARIZE ACTION ITEMS: The board is asked to give feedback on the

Communication Plan and review the written Mission / Vision statements and send any comments or suggestions to Director Bishop. Also, if anyone had ideas for adult programs, please pass those along to Director Bishop as well.

NEXT MEETING: The next regularly scheduled meeting will be Monday, December 11, 2023, at 7:15 p.m. via Zoom.

ADJOURNMENT: Chair Mann adjourned the meeting at 8:15 p.m.

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Respectfully submitted by:

Library Board Secretary, Dan Dieter

2022-2023 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Dunn	Gaelrun-Maggi	Jacobson	Mann	Martin	Petit	Salas	Sturdivant	Wiener
07-10-2023	P	P	P	P	P	P	P	P	U
08-14-2023	Canceled								
09-11-2023	P	P	P	P	P	P	P	P	P
10-09-2023	P	U	P	P	P	P	P	P	U
11-13-2023	P	U	P	P	P	P	E	P	U
12-11-2023									
01-08-2024									
02-12-2024									
03-11-2024									
04-08-2024									
05-13-2024									
06-10-2024									