

City of St. Helens
Library Board
Minutes from Tuesday, January 10, 2017
Columbia Center Auditorium

Members Present

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

Councilors in Attendance

Staff Present

Margaret Jeffries, Library Director
Nicole Woodruff, Library Secretary

Members Absent

Guests

Amanda Heynemann
Heather Anderson-Bibler
Leanne Murray
Penny Hummel



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

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved as written.

AGENDA REVISIONS: Discussion of Library Board applicant questions moved to February meeting.

STRATEGIC PLANNING: Strategic Planning Consultant Penny Hummel gave a brief recap of the strategic planning process, then went over the final draft of the strategic plan as well as the implementation plan. Some small changes to wording were made to the strategic plan. Vice-chair Funderburg recommended waiting to give the plan to Council until February so the Board could make some final edits. Chair Herron recommended holding a second January Library Board meeting to finalize the wording in the Strategic Plan. Board agreed to hold a second meeting. The Board also discussed how best to inform the attendees of the Stakeholders Workshop about the final plan. Hummel will draft a letter to be sent with the final Strategic Plan to stakeholders.

First impressions of the plan were positive. Vice-chair Funderburg requested a review of the implementation plan to be included on the second January meeting agenda. Member Lines would like the Board to receive monthly updates about how the implementation process is proceeding.

RECOMMENDATION FROM LIBRARY BOARD NOMINATING SUB-GROUP: Chair Herron read letter to meeting from Member James stating her resignation from the Board due to health concerns. Members of the Library Board nominating sub-committee interviewed three applicants to fill the two Board vacancies and had the following recommendations-Heather Anderson-Bibler to fill the vacancy left by Member Bates, term to expire June 30, 2017 and Leann Murray to fill the vacancy left by Member James, term to expire June 30, 2019. Member Lines motioned to accept the recommendation, Past-Chair Caton seconded, the Board passed the motion unanimously. The recommendation will be given to City Council for final approval.

DISCUSSION OF CHANGES TO THE MUNICIPAL CODE GOVERNING THE LIBRARY BOARD: The Library Board Nominating Sub-committee recommending increasing the size of the Library Board from seven members to nine members. Director Jeffries informed the Board of the process. Member Lines made a motion that Director Jeffries propose the necessary changes to the municipal code to City Council and ask for their approval to move forward with the process. Member Gaelrun-Maggi seconded the motion. Motion passed by unanimous vote.

Vice-Chair Funderburg made a motion to approve Amanda Heynemann as a Board Member pending the approval of the changes to the municipal code by City Council. Member Lines seconded the motion. Motion passed by unanimous vote.

COUNCILOR'S REPORT: N/A

FRIENDS' REPORT: N/A

NEXT MEETING: A special meeting will held Tuesday, January 17, 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 8:53 p.m.

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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 |
| 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 | | | | | | | |