

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, April 18, 2017**  
Columbia Center Auditorium

**Members Present**

Nancy Herron, Chair  
Barbara Lines  
Mary Ellen Funderburg, Vice-Chair  
Heather Anderson-Bibler  
Leanne Murray  
Amanda Heynemann  
Melisa Gaelrun-Maggi  
Marsha Caton, Past-Chair

**Members Absent**

**Guests**

Two students from St. Helens High School

**Councilors in Attendance**

Susan Conn

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Secretary

OR

**CALL MEETING TO ORDER:** The meeting was called to order at 7:16 p.m. by Chair Nancy Herron.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment.

**PREVIOUS MEETING MINUTES:** Minutes approved with correction for attendance.

**STATUS OF LIBRARY BOARD ANNUAL REPORT TO THE CITY COUNCIL:**

The annual report will include a brief synopsis of the strategic planning retreat with some pictures of the retreat, a review of the results of the strategic planning process and an overview of the four committees that have been formed and the status of their work, information about the characteristics of people who make up the staff and Board, and a story about how the Library has positively affected the life of a patron. The presentation will be 10-15 minutes long.

## **STRATEGIC PLAN IMPLEMENTATION PLAN WORKING GROUPS:**

- Facilities Plan: Board Members - Lines and Funderburg  
Staff Members - Jeffries and Karmartsang

The facilities planning group will go to Portland to see projects completed by the architecture firm that visited the Library in March. Member Karmartsang is compiling a book of design trends in libraries.

- Community Partners: Board Members - Herron and Anderson-Bibler  
Staff Members - Woodruff and Dieter

Members Anderson-Bibler and Herron attended a community meeting with S.A.F.E. and the Amani Center. April is sexual and domestic assault awareness month. Beth Pulito from S.A.F.E. has been added to the Community Partners list. Member Herron suggested visiting other libraries to see how they display information from community partners. Suggestions include a kiosk, slat walls, or bulletin board.

- Access to Library Services: Board Members - Heyneman and Caton  
Staff Members - Kolderup and Barbee

Board members are looking at neighboring and peer libraries to compare policies, fees, fines, and passport experience.

- Communications: Board Members - Murray and Gaelrun-Maggi  
Staff Members – Herren-Kenaga and Bean

Staff members Herren-Kenaga and Bean are attending the City of St. Helens Wayfinding meetings. Communications group has suggested a new sign for the Columbia Center that lists the building's tenants.

After the sub-committee updates, there was a discussion about how to best arrange meeting times for sub-committees, how often they should meet, and which hours would be best.

**COUNCILOR'S REPORT:** Councilor Conn advocated for the Library to be included and explicitly mentioned in the City Council's City Goals. The Library is now named in Goals 1, 2, and 3.

**LIBRARY DIRECTOR REPORT:** Director Jeffries updated the Board about current things happening at the Library.

The Garden Club held their annual spring sale-it was very profitable for the group.

The World War I event hosted by the Columbia County Museum Association was well attended.

On April 27, the Library is hosting the author of "Rollin' on the River". The book is about the Columbia River's history and commerce.

On April 29, the Spring Into Art event will be held at the Columbia Center from 10:00 a.m. until 4:00 p.m. The event will include music, writers, visual arts, activities from children, and dogs from the Humane Society available for adoption.

On May 9, Keep It Local will be holding a session on social media instruction for local businesses. Participants must register with Natasha Parvey of Keep It Local.

The May Friends of the Library Art Show will run from May 1-May 31. This month's artist is Bonny Waggoner. Her artist talk will happen on May 18 at 7:00 p.m.

There are lots of other events in the works for June – August.

Board members should look at their schedules for the summer and let the Board secretary know of potential conflicts with Library Board meeting dates.

**FRIENDS' REPORT:** N/A

**NEXT MEETING:** The next regularly scheduled meeting will be Tuesday, May 16, 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 8:37 p.m.

CR

Respectfully submitted by:

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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	
01/17/2017		P	P	P	P		P	
Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Lines	Murray	
02/21/2017	P	P	P	E	P	P	P	
Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Heynemann	Lines	Murray
03/21/2017	P	E	P	E	P	P	P	P
04/18/2017	P	P	P	P	P	P	P	P
05/16/2017								
06/20/2017								
Date								
07/18/2017								
08/15/2017								
09/19/2017								
10/17/2017								