

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, May 16, 2017**  
Columbia Center Auditorium

**Members Present**

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

**Members Absent**

Nancy Herron, Chair

**Guests**

Student from St. Helens High School  
Brenda Herren-Kenaga

**Councilors in Attendance**

Susan Conn

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:16 p.m. by Vice-Chair Mary Ellen Funderburg.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** High school student introduced himself. He attended the meeting as part of a class requirement for school.

**PREVIOUS MEETING MINUTES:** Minutes approved with correction of a typographical error.

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

The annual report to the Council will be given on Wednesday, May 17, at 1:00p.m. A hard copy of the presentation was distributed to the Board for their review. Vice-Chair Funderburg stated that the report would be 10-15 minutes long. It will include a general profile of the people who make up the staff and the Board. Funderburg will briefly discuss the Library's strategic planning process. She will give an overview of where the Board and staff are with the implementation of the plan, discussing the four committees that have been formed and what tasks they have undertaken. She will talk about who contributed to the process, who attended the Saturday workshop, and what

ideas were generated throughout the process.

Other topics discussed in the report include other programs the Library has hosted this year, such as Oregon Humanities Conversation Projects, author events, artist talks, as well as the success of the Library's ukulele orchestra.

Funderburg will also share with Council stories of how the Library has made an impact in the community.

The subcommittee that put together the report also included many pictures of Library events.

## **SCHEDULING OF WORKING GROUP MEETINGS AND SUMMER BOARD MEETINGS:**

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

The facilities plan group needs to get dates to Margaret so they can schedule a time to meet with the architects in Portland to see examples of how other libraries are designed.

Director Jeffries suggested that a member of the Friends of the St. Helens Public Library attend an upcoming grant-writing workshop as a step toward creating a Library Foundation that could start a capital campaign to expand the current facility.

Jeffries also suggested that members of the group should go visit some area libraries whose designs are innovative. Examples include the Ft. Vancouver Public Library, the Wilsonville Public Library, the Tigard Public Library, or the Astoria Public Library.

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

Group will try to determine which agencies assist with job skills training, adult literacy, job placement, etc. Member Murray invited the Community Partners group to the CAT human services agencies meeting. It happens on the 4<sup>th</sup> Wednesday of every month from 11:30 – 1:00 p.m. at CAT.

Director Jeffries also suggested that the Community Partners group look at how to share information and brochures from community agencies most effectively. Ideas included a kiosk or bulletin board in the lobby, a monitor in the window of the Young Adult area, or dedicated wall space in the lobby.

- 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. Access group intends to have a proposal ready to submit to City Council with recommended changes to current fines and fees structure by September.

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

Group members have scheduled a meeting to discuss the goals of their group.

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.

The Board unanimously voted to change the August Board meeting from August 15, 2017 to August 22, 2017. Vice-Chair Funderburg informed the Board she will absent for the September Board meeting.

**REVIEW OF LIBRARY BENCHMARKING:** The Board discussed the State statistical report and the library benchmarking report from Penny Hummel. There were several differences in the comparisons between borrowers, collection size, and funding. St. Helens library cards expire yearly, which is more frequent than the other libraries that were used in the comparison. The statistical report did not include digital checkouts through Library2Go nor Freegal downloads. Both categories have increased, even though traditional circulations are down. This is likely due to the expiration of the LSTA grant.

The decrease in numbers for outreach was due to the previous youth librarian leaving in December 2015. The current youth librarian did not start until April 2016. Outreach stats should be back to normal levels for 2017-2018.

Director Jeffries would like to investigate getting door counters for the exterior doors to count the people who use the lobby and meeting rooms. A suggestion was made to ask if the Friends would purchase one for the Library.

Member Lines asked to see statistics quarterly.

**LIBRARY DIRECTOR REPORT: THE EDGE INITIATIVE** –The St. Helens Public Library was one of only five Oregon libraries accepted into the first ever small and rural library EDGE cohort. EDGE provides individualized help in assessing and improving

library technology access and programming for the public. The help and assessment tools provided by EDGE will aid in the achievement and implementation of the technology goals as expressed in the Library's five-year plan.

**FY 2017/2018 BUDGET** – The fiscal year 2017/2018 budget includes increased funding for materials and personnel.

**OTHER COMMENTS FROM BOARD:** The Board will wait until fall to fill the ninth Board position.

The by-laws and municipal code changes are still pending. Director Jeffries will confirm with the City Recorder and City attorney that the proposed changes have been tentatively approved.

Vice-Chair Funderburg proposed adding an agenda line specifically for open comments from the Board Member, as well as an opportunity to include "action items" that need to be accomplished before the next meeting. Funderburg also requested that a draft of each meeting's minutes be sent out to the Board in a more timely fashion.

Finally, a request was made to take a picture of the Board.

**COUNCILOR'S REPORT:** N/A

**FRIENDS' REPORT:** N/A

**NEXT MEETING:** The next regularly scheduled meeting will be Tuesday, June 20, 2017 at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

## **ADJOURNMENT:**

Vice-Chair Funderburg adjourned the meeting at 9:00 p.m.



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	P	P	P	P	E	P	P	P
06/20/2017								
Date								
07/18/2017								
08/15/2017								
09/19/2017								
10/17/2017								