

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

**Members Present**

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

**Members Absent**

Amanda Heynemann  
Susan Conn

**Guests**

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:20 p.m. by Chair Nancy Herron.

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

**PREVIOUS MEETING MINUTES:** Minutes approved as written.

**VOTE TO ELECT NEW CHAIR AND VICE CHAIR:** Member Murray made a motion to nominate Vice-Chair Funderburg for the position of Library Board Chair. Member Caton seconded the motion. Vice-Chair Funderburg accepted the nomination. The motion was passed by unanimous vote.

New Chair Funderburg made a motion to nominate Member Murry for the position of Library Board Vice-Chair. Seconded by the rest of the Board in attendance. Murray accepted the nomination. The motion was passed by unanimous vote.

**REPORT FROM WORKING GROUPS:**

- **FACILITIES** – The facilities group went to the Wilsonville Public Library on Tuesday, June 27. They saw the results of a previous remodel as well as learning about plans for the current remodel. The group was struck by how

much art was on the wall, and how spacious the building felt.

Wilsonville also had a separate space for a Friends' bookstore. Inventory was made up entirely of donations. Withdrawn library books are given away, not sold by the Friends.

After visiting Wilsonville, the facilities group added the following to a wish list for the St. Helens Public Library:

- increased workspace
- a separate children's room
- increased storage space

Director Jeffries has instructed the facilities group to start compiling a "do now" list of small improvements that can be made to the facility.

The facilities group has a meeting planned for Friday, July 21, 2017.

Chair-Elect Funderburg suggested that Library staff create a wish list of facility improvements.

COMMUNITY PARTNERS – Director Jeffries provided a list of past and current community partners to the working group. Community partners that need to be added to the list include CASA, SAFE, and Community Action Team.

Columbia County Mental Health has reserved the hallway Monday afternoons for board games, as a way to reach out to more of their clients.

Riverside Training Center uses tables in the hall as a place to create crafts with their clients.

The community partners group will schedule a time to meet before the next Board meeting.

ACCESS – The access group met Thursday, July 13. They are schedule to present a proposal to City Council on September 6, 2017. The proposal will include recommendations on fines, non-resident cards fees, lost item charges, the Passport Program, meeting room access, and damaged item fees. The group is going to schedule a time to meet with Councilor Conn and Finance Director Brown, prior to September 6.

COMMUNICATIONS – A flat-screen monitor was ordered to use in the Young Adult windows to run a PowerPoint slideshow of Library events.

Director Jeffries wants to update the Library website with strategic plan progress by September.

**REVIEW LIBRARY STATISTICS FOR FISCAL YEAR 2016-2017:**

When looking at the prior 4 years, the decrease in patron numbers and items circulating is likely due to the end of the LSTA grant on June 30, 2015. There is also a correlation between an inflating economy and a decreased urgency for computer services to conduct job searches and to supplement patron needs for programs and materials that are outside their current means.

The Library purchased above-the-door people counters. Their installation will result in a more accurate count of people using the Library and the facility in general.

Volunteer hours are down. Volunteer coordinator Dieter is building a database of individuals who have skills or talents that could benefit and enrich the community. He has also streamlined the application and interview process.

**LIBRARY DIRECTOR REPORT:** Director Jeffries reported that the Library is hosting two new groups, the Fiber Fanatics who meet on Thursday mornings in the Armstrong Room and a group from Columbia County Mental Health that meets on Monday afternoons in the hallway to play board games.

Director Jeffries also reported the Library finished the end-of-year spending.

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

**FRIENDS' REPORT:** N/A

**BOARD MEMBER COMMENTS:** Chair-elect Funderburg suggested that each working group designate a member to take minutes and a member to report on progress at each Library Board meeting.

Vice Chair-elect Murray would like to start a Library book club. Member Gaelrun-Maggi suggested reading books that share a theme as opposed to everyone reading the same book. That way the Library would not have to purchase multiple copies of the same book. The Board was enthusiastic about the suggestion and Secretary Woodruff offered to show Murray how to search the Library online catalog by theme and how to create lists of book suggestions.

**SUMMARIZE ACTION ITEMS:**

- Murray and Gaelrun-Maggi will discuss and move forward with the book club.
- Working groups need to be ready to have accomplishments ready for the website by the September meeting.

**NEXT MEETING:** The next regularly scheduled meeting will be Tuesday, August 22, 2017 at 7:15 p.m. in the Columbia Center Auditorium. Please note this is the fourth Tuesday in August.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

Chair Herron adjourned the meeting at 9:06 p.m.

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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	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	P	P	P	P	P	P	E	E
Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Heynemann	Lines	Murray
07/18/2017	P	P	P	P	P	E	P	P
08/15/2017								
09/18/2017								
10/17/2017								
11/14/2017								
12/12/2017								
01/16/2018								
02/20/2018								
03/20/2018								
04/17/2018								
05/15/2018								
06/19/2018								

