

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, August 22, 2017**  
Columbia Center Auditorium

**Members Present**

Nancy Herron, Past Chair  
Mary Ellen Funderburg, Chair  
Barbara Lines  
Leanne Murray, Vice-Chair  
Melisa Gaelrun-Maggi  
Amanda Heynemann

**Members Absent**

Marsha Caton, Past-Chair  
Heather Anderson-Bibler

**Guests**

Malinda Duran

**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 7:17 p.m. by Chair Mary Ellen Funderburg.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** Malinda Duran from the St. Helens Police Department (SHPD) asked the Board to consider participating in a trick-or-treat event the SHPD is hosting on October 31, 2017 from 5:00 p.m. until 8:00 p.m. The SHPD is looking for volunteers to man tables with activities, games, or treats. The Board will vote at their September meeting whether or not to participate. Youth Librarian Kolderup will be consulted about possible activities.

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

**REPORT FROM WORKING GROUPS:**

- **COMMUNICATIONS** – The communications group met with the communications officer for the City of St. Helens about the City's social media practices and the feasibility of the Library creating and maintaining its own social media pages. The group created pro and con lists and compared their results, discussed how to proceed if it was decided that Facebook was not an option for the Library, and will look at what improvements can be made to the current website.

- **COMMUNITY PARTNERS** – Board Members Herron and Anderson-Bibler have been researching access to adult literacy in the community as well as whether or not there is a need. Anderson-Bibler spoke with Sheri Ford at Public Health and with Voc Rehab, and the information she received indicated that there is a current need for an adult literacy program.

Herron spoke with the St. Helens School District. The person she spoke with represented the Title I program. The community partners group will continue to communicate about upcoming events and ways to potentially partner.

- **FACILITIES** – The facilities group met on August 8. They discussed short-term and long-term plans for improving the Library's facility. Chair Funderburg distributed notes from the group's meeting. The group will meet again on August 30, 2017 at the Library.
- **ACCESS** – The access group is working on a proposal to petition City Council for changes to Library Card types, fines & fees structure, and to test the feasibility of joining the Oregon Library Passport Program.

Director Jeffries wants to update the Library website with strategic plan progress by September. At the September meeting, each group will have a short description of the work they have accomplished thus far and fifteen minutes to share progress with the rest of the Board.

**LIBRARY DIRECTOR REPORT:** The Library will be getting virtual panic buttons. The buttons will be installed citywide. Director Jeffries has also been working with the SHPD code enforcement officer and parole officers in regards to individuals that have caused some concern while on the premises.

The new patron counters are ready to ship as soon as the team from Centerlogic coordinates with the patron counter manufacturer about wireless connections.

**COUNCILOR'S REPORT:** Councilor Conn congratulated the Board on how much they have accomplished implementing the Library's Strategic Plan.

Conn briefly spoke about the upcoming vote for a soda tax. Finance Director, Matt Brown will present information about the tax at the September Board meeting.

**FRIENDS' REPORT:** N/A

**BOARD MEMBER COMMENTS:** The book club is moving forward. The first meeting will be October 19, 2017 at 7:00 p.m. The theme is very loosely Halloween related.

**SUMMARIZE ACTION ITEMS:**

- Murray and Gaelrun-Maggi will provide information about the book club for the City Newsletter, the Library events calendar and the website.

- Gaelrun-Maggi will send a list of book club title suggestions to staff member Woodruff. The books will be available for patrons to check out for the book club.
- Working groups need to be ready to have accomplishments ready for the website by the September meeting.
- Vice-Chair Murray will create a Google doc for the strategic plan working groups.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, September 18, 2017 at 7:15 p.m. in the Columbia Center Auditorium. Please note this is the Monday before the third Tuesday in September.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

Chair Funderburg adjourned the meeting at 9:10 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	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	E	E	P	P	P	P	P	P
09/18/2017								
10/17/2017								
11/14/2017								
12/12/2017								
01/16/2018								
02/20/2018								
03/20/2018								
04/17/2018								
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06/19/2018								

