

*City of St. Helens*  
***Library Board***  
**Minutes from Monday, September 18, 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  
Marsha Caton  
Heather Anderson-Bibler

**Members Absent**

**Guests**

**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 8:33 p.m. by Chair Mary Ellen Funderburg.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** Finance Director Matt Brown spoke to the Board about a proposed sugar tax before the meeting.

**PREVIOUS MEETING MINUTES:** Minutes approved with minor changes.

**REPORT FROM WORKING GROUPS:** Chair Funderburg clarified with Director Jeffries that the information from each working group that was going to be posted on the website should highlight the part of the strategic plan each group is focusing on, and provide assessment of the progress that has been made so far.

- ACCESS – The access group will present their proposal to City Council on Wednesday, September 20 at 1:00 p.m.
- COMMUNITY PARTNERS – Board Member Anderson-Bibler attended an Employment First meeting and identified a person with adult literacy training. She also reported that Riverside Training will re-open.

The Library was offered space in a multi-agency brochure to highlight what services the Library can provide for their clients.

- **COMMUNICATIONS** – Reference Librarian Herren-Kenaga is currently working to bring the website into ADA compliance. She asked for specific examples of what improvements would be desirable to enhance the Library's website. Board members will email Herren-Kenaga with suggestions.
- **FACILITIES** – Chair Funderburg talked about the meeting the facilities group had on August 30. They concluded that the footprint of the facility needs to be larger. The group will explore potential funding sources for an expansion.

The group also identified things that could be done to make the space welcoming and comfortable. Ideas include painting, furniture upgrade, carpet replacement, and ways to reduce clutter.

**LIBRARY DIRECTOR REPORT:** The Columbia County Library Directors had a small meeting to discuss partnering for an Our Community Reads (OCR) event. Two directors were able to attend. Ideas for a theme are being discussed by the group. If a theme is chosen and the event proceeds, Director Jeffries suggested the OCR title(s) as the April Book Club choice.

**COUNCILOR'S REPORT:** No updates.

**FRIENDS' REPORT:** N/A

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

**SUMMARIZE ACTION ITEMS:**

- Sub-committee formed to volunteer at St. Helens Police Department Halloween event. Members Herron, Funderburg, Murray, and Lines will meet to plan activities for event and to gather needed supplies from Library Staff.
- Murray and Gaelrun-Maggi will finalize plans for October Book Club.
- Working groups will meet and continue working toward year one strategic plan goals.
- Vice-Chair Murray will continue with the creation of Google docs for the Board.

**NEXT MEETING:** The next regularly scheduled meeting will be Tuesday, October 17, 2017 at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

Chair Funderburg adjourned the meeting at 9:20 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	E	E	P	P	P	P	P	P
09/18/2017	P	P	P	P	P	P	P	P
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								