

City of St. Helens
Library Board
Minutes from Tuesday, October 17, 2017
Columbia Center Auditorium

Members Present

Nancy Herron, Past Chair
Mary Ellen Funderburg, Chair
Leanne Murray, Vice-Chair
Amanda Heynemann
Marsha Caton
Heather Anderson-Bibler

Members Absent

Barbara Lines
Melisa Gaelrun-Maggi

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 7:16 p.m. by Chair Mary Ellen Funderburg.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved with no changes.

DETAILS OF LIBRARY BOARD PARTICIPATION IN HALLOWEEN EVENT: Board Members discussed what to bring to the St. Helens Police Department Trunk or Treat event. The Board is planning to provide an activity for children as well as some candy. They will also have flyers from the Library announcing upcoming events. Participating Board Members will meet at the Library prior to the event to pick-up supplies.

LIBRARY BOOK CLUB: The meeting of the book club has been shared as a Facebook event on the Friends of the St. Helens Public Library Facebook page as well as on the City's Facebook page. Vice-Chair Murray has created the list of questions for the meeting and will bring refreshments. A theme for the January book club has been chosen; it is food. Murray will create a half sheet flyer to distribute at the first club meeting and member Gaelrun-Maggi has compiled a list of titles related to food. This list will be available at the first club meeting and titles owned by the Library will be on a

cart, available for checkout. The January meeting is scheduled for Thursday, January 11, 2018.

In April, the book club theme will be tied to the Our Community Reads title chosen by the libraries from Columbia County who will be participating.

REPORT FROM WORKING GROUPS: Director Jeffries is going to meet with the communications group and community partners group to review the year one goals set out in the strategic plan and clarify the mission for each group, as well as discuss progress that has been made.

- ACCESS – City Council is scheduled to vote on the access group's proposal on October 18, 2017.
- FACILITIES – Youth Librarian Kolderup met with Julie Catt from Head Start to discuss the configuration of the children's room. Kolderup will test some small changes in the room to see if they would work. She shared the highlights of her discussion with the facilities group.

Working group members Lines and Funderburg will look at paint colors schemes for the Library. Director Jeffries will research window options for emergency egress and options for computer chairs. The community partners group will be included in discussions for lobby display options.

The City's building inspector will join the facilities group for their next meeting to discuss emergency egress.

- COMMUNITY PARTNERS – Will meet with Director Jeffries to check strategic plan goals and create a plan to move forward. Past chair Herron suggested compiling the information gathered about community groups into a 3-ring binder as a starting point for easy access to answering which agencies perform which functions for the community.
- COMMUNICATIONS – Will meet with Director Jeffries to check strategic plan goals and create a plan to move forward.

LIBRARY DIRECTOR REPORT: The electrician has given the Library a quote for the cost to install a monitor in the Young Adult section of the Library.

The patron counter will be installed the fourth week of October.

Director Jeffries shared quarterly statistics. The Board discussed the effects of the LSTA grant ending. Digital resource use has increased. Circulation of other materials has decreased. Director Jeffries cited a national trend that indicates library use tends to decline when the economy is strong.

COUNCILOR'S REPORT: No updates.

FRIENDS' REPORT: N/A

BOARD MEMBER COMMENTS: Chair Funderburg reiterated her desire to see changes to the website to make it "better".

SUMMARIZE ACTION ITEMS:

- Vice-Chair Murray will continue with the creation of Google docs for the Board.

NEXT MEETING: The next regularly scheduled meeting will be Tuesday, November 14, 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 9:02 p.m.



Respectfully submitted by:

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	P	P	P	E	P	P	E	P
11/14/2017								
12/12/2017								
01/16/2018								
02/20/2018								
03/20/2018								
04/17/2018								
05/15/2018								
06/19/2018								