

City of St. Helens
Library Board
Minutes from Tuesday, December 12, 2017
Columbia Center Auditorium

Members Present

Nancy Herron, Past Chair
Mary Ellen Funderburg, Chair
Leanne Murray, Vice-Chair
Amanda Heynemann
Marsha Caton
Barbara Lines

Members Absent

Melisa Gaelrun-Maggi
Heather Anderson-Bibler

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 7:20 p.m. by Chair Mary Ellen Funderburg.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved with no changes.

PRESENTATION ON THE EDGE INITIATIVE: Postponed until the January meeting.

NEWS FROM THE WORKING GROUPS: Past-Chair Herron requested the format of the minutes compiled for Special Meeting, November 27, 2017, be revised. She asked Director Jeffries about the roles of the Board members within their working groups. Jeffries stated the groups were collaborative and that Board members should give input as to what steps staff could take to meet the goals laid out in the Strategic Plan.

COMMUNICATIONS-The Board discussed the website. Past Chair Herron asked if website updates and changes had been placed on hold. Jeffries replied they had not; Reference Librarian Herren-Kenaga will be attending the January Board meeting to update the Board on changes happening to the website in accordance with the Edge Initiative. Herren-Kenaga is also responsible for updating the website, catalog, and circulation modules to reflect the changes to the fines and fees schedule set to begin on

January 1, 2018. Jeffries outlined opportunities for Board input on other changes that could be made to the website.

Director Jeffries stated that while the changes to the website, catalog, and circulation module were taking place, action to incorporate social media into Library be paused until after January 1, 2018. The Board discussed ways social media could be incorporated into the Library's communications plan in 2018. Jeffries has also been in communication with the City manager about the City's plan for social media use in the future. The City manager stated that the messaging put out by different City departments needs to be unified and that the best way to remain consistent was to have a person in the City who was in charge of communication. This person will oversee the social media content of all departments.

COMMUNITY PARTNERS-Past Chair Herron requested clarification on the scope and focus of the community partners working group. She suggested that the a display space could be created in the lobby of the Columbia Center for information about community partners and that staff could maintain displays by printing and posting information delivered to the Library by different community partners. A discussion about how to display information followed. The Board decided to use part of the next Board meeting to look through catalogs for display options. Herron suggested that rules for using the new display space be posted somewhere. They should include size, language and image restrictions, and who is allowed to use the space.

Board discussed other changes that could be made to the lobby including a new bookshelf for the Friends of the Public Library children's books.

Past Chair Herron stated that the Library should continue to have a presence at the Community Action Team social service roundtable meetings if the meetings continue. Director Jeffries agreed.

FACILITIES-Director Jeffries received a quote to install emergency egress options to the children's room and the area near reference. Grants to pay for the renovation are not available. Funding options were discussed.

Chair Funderburg wants estimates to replace windows, doors, and chairs, as well as the cost to paint the Library.

ACCESS-No meetings. Waiting for fines and fees rollout. Director Jeffries stated that a press release would be published to announce the upcoming changes.

LIBRARY DIRECTOR REPORT: Director Jeffries will meet with other Columbia County Library Directors to discuss Our Community Reads. Vernonia and Scappoose will each host an event and Columbia City will co-sponsor an event with the St. Helens Public Library.

COUNCILOR'S REPORT: City Council and the St. Helens School District superintendent met to discuss ways the City and the School District could work together.

FRIENDS' REPORT: N/A

BOARD MEMBER COMMENTS: Chair Funderburg informed the Board the date the Library Board will make their annual report to City Council is set for May 2, 2018.

SUMMARIZE ACTION ITEMS:

- At the next Board meeting, the Board will look through catalogs for bulletin boards, slat wall fixtures, and computer chairs.
- Board members should bring their laptops.
- Demco catalogs will be supplied by the Library. Member Lines will bring other catalogs.
- Director Jeffries will bring a shopping list.

NEXT MEETING: The next regularly scheduled meeting will be Tuesday, January 16, 2018 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 8:34 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	MEETING CANCELLED							
12/12/2017	E	P	P	E	P	P	P	P
01/16/2018								
02/20/2018								
03/20/2018								
04/17/2018								
05/15/2018								
06/19/2018								