

City of St. Helens
Library Board
Minutes from Monday, January 22, 2018
St. Helens Public Library

Members Present

Nancy Herron, Past Chair
Mary Ellen Funderburg, Chair
Amanda Heynemann
Marsha Caton
Heather Anderson-Bibler
Barbara Lines
Melisa Gaelrun-Maggi

Members Absent

Leanne Murray, Vice-Chair

Guests

Councilors in Attendance

Susan Conn

Staff Present

Margaret Jeffries, Library Director
Nicole Woodruff, Library Technician I
Dan Dieter, Library Board 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 February Meeting.

LIBRARY DIRECTOR REPORT: Director Jeffries introduced Dan Dieter as the new Library Board Secretary. Library Assistant Dan Dieter will replace Nicole Woodruff as Library Board Secretary, and Library Assistant Michelle Karmartsang will replace Library Assistant Dan Dieter as Safety Committee Secretary.

Director Jeffries reported that Library Assistant Becky Bean will leave the Library this month after being hired to work at City Hall. She still wants to run NaNoWriMo and has already mapped out the next schedule. The vacated Library Assistant position has been posted and the City is accepting applications.

Director Jeffries has been in communication with the City concerning additional funding for staffing. The Budget Committee will need to approve any staff funding that would be required in the next fiscal year. Director Jeffries is working within the current budget to allocate more time for cross training between the outgoing Library Technician II and the incoming Library Technician I. Hiring a replacement for the outgoing Library Assistant will help free up the necessary time for this training.

Director Jeffries described scheduling conflicts for the Board Meeting in April. There are several conflicts with City meetings, as the budget meetings were scheduled at the same time as events at the library. After a general discussion, the Library Board agreed to move the April 17 Library Board Meeting to April 16.

The presentation material from the Library Board Work Groups needs to be sent to Nancy Herron and Mary Ellen Funderburg by March 23. This will allow the Library Board time to work on the report material at the April 16 meeting. These reports will be included in the Library Board Annual Report to City Council at the May 2 City Council Meeting.

Director Jeffries reported that the Library is working on scheduling the next Volunteer Recognition event. This event is tentatively scheduled for Monday, April 9, which is also National Library Week. There was a general discussion concerning last year's event and possible locations for holding this year's event.

Director Jeffries reported that the City and the School District are working together to promote summer activities in the community. The Library will join these groups to request that Library summer activities be included in those promotions, and in return, will also include City and School District summer activities in Library promotions.

COUNCILOR'S REPORT: Councilor Conn is excited about the collaboration between the City and the School District. This is an opportunity to promote their facilities and activities. It also offers an opportunity to have conversations about Parks and Recreation in the community.

Councilor Conn is pleased to have Becky Bean join the City staff.

FRIENDS' REPORT: N/A

BOARD MEMBER COMMENTS: Member Herron noted that the Meeting Agenda has 2017 instead of 2018.

SUMMARIZE ACTION ITEMS: Chair Funderburg stated that the Communications Committee and the Community Partner Committee will need to decide who will write up their respective reports that are due by March 23.

NEXT MEETING: The next regularly scheduled meeting will be Tuesday, February 20, 2018 at 7:15 p.m. in the Columbia Center Auditorium.

ADJOURNMENT: Chair Funderburg adjourned the meeting at 7:50 p.m.

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Respectfully submitted by:

Library Board Secretary, Dan Dieter

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
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	CANCELLED							
Special working groups mtg 11/27/17	P		P	P	P		P	E
12/12/2017	E	P	P	E	P	P	P	P
01/22/2018	P	P	P	P	P	P	P	
02/20/2018								
03/20/2018								
04/17/2018								
05/15/2018								
06/19/2018								