

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, March 20, 2018**  
St. Helens Public Library

**Members Present**

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

**Members Absent**

Heather Anderson-Bibler  
Melisa Gaelrun-Maggi

**Guests**

Colton Hendrickson

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Brenda Herren-Kenaga, Reference Librarian  
Dan Dieter, Library Board Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:18 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:** Reference Librarian Brenda Herren-Kenaga presented information about the EDGE Initiative, a program that the St Helens Public Library has been involved with over the last year. The EDGE Initiative is an interactive web based data tool that libraries can subscribe to. The State Library of Oregon sponsored our participation in the Initiative. This is the first year for a dedicated rural library cohort. After filling out a lengthy questionnaire the Library would be able to determine how it compares to other similar libraries in Oregon as well as across the U.S.. After completing the questionnaire, the Library was given recommendations, ranging in the degree of implementation difficulty. The Library selected 13 action items to work on to align with these recommendations. For example, it was recommended that the Library offer the ability for patrons to scan documents to a USB storage device. As a result of this recommendation, the Library now offers this service. Another recommendation was to comply with World Wide Web Consortium's Web Accessibility Initiative (WAI) standard for website construction that

allows for the option to “read / speak” website content, so that users who are vision impaired can use a website. The City has worked with Aha to modify the City’s website to allow this option.

The Board discussed several components of the Initiative.

How does the Initiative compare to the Library’s current strategic plan? There was a discussion about how the Initiative aligns with the strategic plan, especially the goals concerning online resource availability.

How much does the Initiative cost, including staff time? The State Library of Oregon paid for the Initiative subscription costs and staff time is kept low through the use of an online toolkit.

What other Oregon libraries are in this rural cohort? There are libraries in Eastern Oregon and Southern Oregon that are participating.

How are small businesses being helped? There was a discussion about ‘clickable links’ that will be available on the website which allow patrons access to online resources.

How long will the cohort last? There was a discussion about the one year program and how even after the subscription expires, the contacts made can still be used to carry on communication with other participants. This also allows the Library to keep track of standards as they change.

**REVIEW OF LIBRARY STATISTICS:** Reference Librarian Brenda Herren-Kenaga distributed a page of statistics comparing data from October, November, and December 2016, to the same period in 2017.

The Board discussed the data as presented in the statistics. The discussion included comments on the variability of patrons using the library, the number of participants who use the rooms available in the Columbia Center building, the number of participants in ‘off site’ visits such as school visits by the Youth Librarian, and the number of people who use the ‘wifi’ that is available in the building as well as the porch areas.

The Board discussed the possible ways to break down usage statistics to better reflect the areas where the Library may be seeing increases in usage.

There were also discussions about how to include information in the Library’s summer reading challenge for new programs like the new Quarterly Non-Resident Card and the Passport Program.

When it comes to how our data compares to other libraries, PEW research suggests that participation is down across the U.S., partly because of investment (because of the recession). However, 76% of Americans still value the library. Other reporting suggests that the downturn in usage corresponds to the downturn in revenue. Libraries

that are better funded are better used. More funding would typically mean more staff, materials, and programs, which in turn would lead to higher usage.

**DEVELOPMENT OF ANNUAL REPORT:** The Board discussed the Annual Report that will be presented to the City on May 2. The report will be a highlight of activities and accomplishments over the past year. Board Chair Funderburg asked that committees assign a person to get the information to the Board so that the report can be put together. There was also a question concerning the status of purchasing items that had been previously discussed by the Community Outreach Committee.

**LIBRARY DIRECTOR REPORT:** Library Director Margaret Jeffries gave the following report. Local author Willy Vlautin will be at the Library on April 26 to talk about his novel "Lean on Pete".

The Library is adding a new part-time Library Assistant at 20 hours per week, as well as increasing Library Assistant Michele Karmartsang's hours from 10 to 20 hours per week. The new part time Library Assistant is Cameron Burkhart and he was hired through June 30, 2018. In order to make changes for the new fiscal year, requests will need to be presented to the Budget Committee. The budget process is different this year, and Director Jeffries will be asking for a change to keep Library Technician II Diane Barbee at 20 hours per week for two years. This will allow Library Technician I Nicole Woodruff the necessary time to train as a Library Technician.

There was a discussion about having volunteers take up some of the slack for the Library Assistants.

Library Director Jeffries is working with Jeff Weiss, the Library Director at the Scappoose Public Library to apply for a grant through the State Library to build a new library catalog that would be shared between the two libraries. The Scappoose Public Library would like to change to The Library Corporation (TLC) software, which is the system that the St Helens Public Library is currently using. Combining catalogs will facilitate resource sharing and reduce costs and can serve as a building block for future resource sharing with other libraries in our county. Director Jeffries has been meeting with City Council, the Finance Director, and the Mayor to describe the benefits of a shared system. There will be some determination on the grant by June 2018, and if the grant is approved the plan would be to go live with the new system by November 2018.

Chair Funderburg asked "What about the Strategic Plan? Will it be put on hold? So what should we report on?" Past Chair Herron asked "What about the Facilities Group [one of the Strategic Plan committees]? Will it need to be put on hold?" There was a discussion about the priority of the new combined catalog and how the timing would affect the Board's reporting on Strategic Plan implementation. Director Jeffries reported that there are quotes being developed for doors, windows and lighting, as well as bids for painting the exterior of the building. The slat wall material that was going to be used to increase the public information spaces in the hallway is no longer available, and another plan will need to be developed. For the Library Board annual report to the City

Council, it was decided to report all working group activities under the heading of strategic plan accomplishments.

**COUNCILOR'S REPORT:** N/A

**FRIENDS' REPORT:** N/A

**BOARD MEMBER COMMENTS:** N/A

**SUMMARIZE ACTION ITEMS:** N/A

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, April 16, 2018 at 7:15 p.m. in the Columbia Center Auditorium.

**ADJOURNMENT:** Chair Funderburg adjourned the meeting at 9:30 p.m.

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Respectfully submitted by:

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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	<b>CANCELLED</b>							
Special working groups mtg 11/27/17	P	P	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	E
02/20/2018	<b>CANCELLED</b>							
03/20/2018		P	P	E	P	P	P	P
04/16/2018								
05/15/2018								
06/19/2018								