

City of St. Helens
Library Board
Minutes from Tuesday, May 1, 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
Melisa Gaelrun-Maggi

Members Absent

Heather Anderson-Bibler

Guests

Councilors in Attendance

Susan Conn

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary

OR

CALL MEETING TO ORDER: The meeting was called to order at 7:16 pm by Chair Mary Ellen Funderburg.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Board Secretary Dieter reported some minor corrections to the minutes that were suggested by Reference Librarian Herron-Kenaga. There was a discussion concerning the summary format of the minutes, and Member Lines was concerned that the minutes did not reflect an answer to a question that was asked by Chair Funderburg, viz., "Will the Strategic Plan be put on hold?" Minutes from prior meeting were not approved.

ANNUAL REPORT: Member Herron described the report that has been submitted to the City Council for the May 2, 2018 City Council Meeting. She also described how the report will be presented, and that the presentation will also include information about the Library Board Book Club.

LIBRARY BOARD TERMS: Chair Funderburg asked about the expiring terms of two board members. Member Heynemann stated that she would like to continue her membership, and Member Caton stated that she would not. Chair Funderburg asked who would be interested in recruiting new board members. Member Murray agreed to

be a recruiter. Member Murray made a motion to add another term for Member Heynemann. [no second to the motion and no vote taken] Member Caton's seat will become vacant at the end of June and will need to be filled.

LIBRARY DIRECTOR'S REPORT: Library Director Jeffries described the Dolly Parton's Imagination Library program, which is in the planning process here in Columbia County. Among the participants are United Way of Columbia County, the Women, Infants and Children (WIC) program, Head Start, Kiwanis, Rotary and Lions Clubs as well as Library Friends Groups. This program is an effort to give books to all children from birth up to age 5. The Dolly Parton program will require matching funds to be raised locally through grants and donations. United Way of Columbia County will act as the fiscal agent to hold funds that are raised. There will be an eight (8) person advisory group that will seek funding through grants and requests. The board discussed the benefit of having this program in the community.

The director of the Northwest STEM Hub, which serves Clatsop, Columbia, and Tillamook Counties, has been in communication with Youth Librarian Kolderup. They are very interested in the youth programs being offered at the Library and are interested in job shadow and internship programs. The Oregon Community Foundation is offering funds as part of an opportunity to meet community and industry career counseling needs.

The Library is currently seeing its online presence increase through a dedicated Facebook page. The City's Communications Officer, Crystal Farnsworth is slowly rolling out the new page just in time for this year's Summer Reading Challenge. The Board discussed the idea of a Facebook page versus posting community events through traditional methods. Crystal also has the capacity to use content and graphics to create slides for the new flat screen and the Library's webpage. The Board discussed the idea of unified communication, and the concern about getting follow-up after activities have happened.

The Board discussed the amount of activity in the hallway. Director Jeffries has asked the Police Department about having a higher frequency of casual 'walk-throughs'. The Board discussed the building layout and line-of-site for monitoring questionable conduct. Also discussed was how Community Action Team and other local support groups might be able to assist homeless persons with bathing and shelter. There is currently a very limited number of places for people to 'hang out'. The Board discussed the idea of increasing signage and reducing the number of tables that are available. Perhaps there could be a time limit for using the tables in the hallway. The question was raised about who would be responsible for monitoring table usage? The Library currently shuts off the public Wi-Fi in an effort to reduce afterhours usage of the porch and exterior areas of the building. This has been some discussion about increasing the number of cameras, adding some in the back and on the sides of the building. There was more discussion concerning posting the Rules of Conduct in the hallway.

Director Jeffries reported that statistics for Library usage from the new counters indicate that there are about 1200 visits per month to the building that do not include a visit to the Library. There was a discussion about recruiting a volunteer to 'work' in the hallway to monitor activity, or about having a resource officer or security guard to monitor the Columbia Center. This raised the question about what this presence would say about the Library. There was the suggestion that it would make it safer. There was a question about whether or not staff presence made a difference, and the answer was that it doesn't appear to make a difference. Member Lines asked about how other areas of the City handle public spaces.

COUNCILOR'S REPORT: Councilor Conn reported collaboration between the City and the School District has increased through the development of the recreation program. School District representatives working on this joint program were impressed with the number of the Library's offerings. Use of the Quarterly Card at the Library was well received.

FRIENDS' REPORT: N/A

BOARD MEMBER COMMENTS: Member Lines wanted to know why the board members were not more involved with meetings with Scappoose Library about combining catalogs. Director Jeffries stated that it was a matter of a tight timeline, that the project was already underway. In order to fold into the grant application timeline, Director Jeffries had to work with several groups – the City Councilors, the City Administrator, the Finance Director, the State Library, the Scappoose Public Library and our software vendor.

Member Lines expressed concern about the relationship between the Board and the Library Director. Member Lines was also concerned that the draft minutes did not state an answer to a question that Board Chair Funderburg asked, specifically, that the Strategic Plan would be delayed because of the new priority of combining catalogs with the Scappoose Public Library. The question that Member Lines felt was not answered concerned a delay in the Strategic Plan. The Library Director's response had to do with the duration of the catalog conversion project, not a delay in the Strategic Plan. Board Secretary Dieter stated that the draft minutes would be reviewed and resubmitted for approval, with any corrections, at the next board meeting.

Member Lines understands that the timing of the catalog conversion made it a priority but felt that this could have been communicated with the Board, perhaps an email, to keep them as informed as the City Council.

SUMMARIZE ACTION ITEMS: Board presentation to the City Council on May 2, 2018.

NEXT MEETING: The next regularly scheduled meeting will be Tuesday, June 19, 2018 at 7:15 p.m. in the Columbia Center Auditorium.

ADJOURNMENT: Chair Funderburg adjourned the meeting at 9:05 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	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	CANCELLED							
03/20/2018		P	P	E	P	P	P	P
04/16/2018	NO QUORUM – RESCHEDULED FOR 5/1/18							
05/1/2018	E	P	P	P	P	P	P	P
05/15/2018	CANCELLED							
06/19/2018								