

City of St. Helens
Library Board
Minutes from Tuesday, November 13, 2018
St. Helens Public Library

Members Present

Becky Bean
Lisa Beardslee
Patrick Birkle
Heather Anderson-Bibler
Mary Ellen Funderburg, Past Chair
Melisa Gaelrun-Maggi
Amanda Heynemann, Vice Chair
Leanne Murray, Chair

Members Absent

Guests

Councilors in Attendance

Susan Conn

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:35 pm by Chair Murray.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes approved.

BOARD MEMBER INTRODUCTIONS: Each Board and Staff member introduced herself or himself and gave a brief description of their background.

NEW BOARD MEMBER ORIENTATION: Director Jeffries distributed copies of the current Bylaws, which were passed in 2001, and described the process for making changes. It was recommended that part of the new Board Member orientation include a review of the Bylaws and the portion of the Municipal Code related to the Library. The Bylaws can't conflict with the Municipal Code, so in some cases, making changes to the Bylaws requires first making changes to the Municipal Code. Updating the Bylaws would give the Board a chance to add items, like Standing Committees, that would help create a document that accurately reflects Board conventions. Member Beardslee asked if these documents were online. City Policies and Municipal Codes are available online

through the City's website. Other items that need clarification include the description of who is the acting Secretary for the Board, who presents the Library's Annual Report, and who is responsible for drawing up the Library Budget. Chair Murray asked about the process for making recommendations. The Board would draft a 'red-line' copy of the Bylaws, and once the Board is in agreement on any changes, it would be presented to the City Council for approval. It would also require any changes to first be accurately reflected in City Policies and the Municipal Code.

Director Jeffries described the mechanism for funding the Library from the City's General Fund. Non-resident fees are calculated using a formula that is based on the percentage of the City's property taxes that are allocated for the operation of the Library.

The Library Rules of Conduct have been updated recently and reflect approved procedures and processes. They are available on the Library's website.

The group discussed Board Member terms. The guidelines from Resolution 1648 state that Board Members serve a four year term with a two term limit. After a break in service, a former Board Member can reapply.

As part of the orientation to the budget the group discussed the Community Enhancement Fund, which provides some funding for the Library. This fund holds some of the proceeds from the sale of the previous Library building. Another example of a budget item that the group discussed was IT funding.

The group also discussed statistical highlights from the last fiscal year - circulation of materials, downloaded resources and total visits to the building.

The Library's Strategic Plan was also discussed. The Strategic Plan was created through a public process guided by a professional library consultant, and included Board Members and Staff as well as community stakeholders. Four working groups were later formed, viz., Access, Communications, Community Partners, and Facilities. The Board discussed having eight members and how that would work well with the four working groups, as it will allow having two board members and two staff members on each group.

The current working group assignments are: *Access Working Group*: Gretchen Kolderup, Diane Barbee, Amanda Heynemann and Patrick Birkle; *Communications Working Group*: Brenda Herren-Kenaga, Cameron Burkhart, Leanne Murray and Melisa Gaelrun-Maggi; *Community Partners Working Group*: Nicole Woodruff, Dan Dieter, Heather Anderson-Bibler and Lisa Beardslee; and *Facilities Working Group*: Margaret Jeffries, Michele Karmartsang, Mary Ellen Funderburg, and Becky Bean.

Director Jeffries stated that the Facilities Working Group might look at budgeting for enhanced use of the building for the STEM education programs. Member Birkle thought

it would be good to have a conversation about the use of the building.

LIBRARY DIRECTOR'S REPORT: Director Jeffries talked about the progress on Youth Librarian Kolderup's STEM activities and the Library Services and Technology Act (LSTA) grant from the State Library that is supporting the combining of St. Helens and Scappoose Library catalogs. This 'union' catalog will be part of the new system, which was upgraded over the weekend. Our software was moved onto The Library Corporation (TLC) servers and will use a web-based platform. Member Bean asked if the new catalog would show what's available at both libraries. Director Jeffries stated that the new system would show what was available at the two different locations, and that looking forward, this could be a first step in a potential 'county wide' system. At some point the libraries could look at a courier system to make sure items are returned to the library of origin.

Director Jeffries has been in communication with two authors for potentially coming to four Columbia County libraries in April of next year. As part of the Columbia County Reads program, this would be an opportunity to hear an author at a local library. The four sites are Clatskanie, Vernonia, Scappoose and St. Helens. Columbia County Museum Curator Les Watters was also looking at the possibility of having the Museum provide historical displays to enhance this program.

COUNCILOR'S REPORT: Councilor Conn stated that she was not re-elected to the City Council, and therefore someone else will be assigned to the Library in January next year.

FRIENDS' REPORT: N/A

BOARD MEMBER COMMENTS: Member Bean asked how often the working groups meet. Director Jeffries stated that the Access Working Group is active and the others are working on schedules. Member Funderburg gave an update on the Dolly Parton Imagination Library program. She submitted a grant application to the Oregon Community Foundation for \$10,000, and it was accepted. United Way is the funding agent and this will help with the costs of the program. The group discussed the value of having free books for all children who sign up. With the Thanksgiving holiday coming up soon, all board members added additional comments to answer Chair Murray's question of what each member was grateful for.

SUMMARIZE ACTION ITEMS: All Working Groups need to meet with their new members and plan to report about their activities when appropriate. Bylaws and the municipal code related to the library need to be reviewed.

NEXT MEETING: The next regularly scheduled meeting will be Tuesday, December 11, 2018 at 7:15 p.m. in the Columbia Center Auditorium.

ADJOURNMENT: Chair Murray adjourned the meeting at 8:55pm

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Respectfully submitted by:

Library Board Secretary, Dan Dieter

2018-2019 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Anderson-Bibler	Bean	Beardslee	Birkle	Funderburg	Gaelrun-Maggi	Heynemann	Murray	VACANT
07-19-2018	CANCELLED								
08-23-2018	P				P	E	P	P	
09-18-2018	P				P	P	P	P	
10-16-2018	P				P	P	P	E	
11-13-2018	P	P	P	P	P	P	P	P	
12-11-2018									
01-14-2019									
02-11-2019									
03-11-2019									
04-8-2019									
05-13-2019									
06-10-2019									