

City of St. Helens  
***Library Board***  
**Minutes from Monday, March 11, 2019**  
St. Helens Public Library

**Members Present**

Lisa Beardslee  
Heather Anderson-Bibler  
Patrick Birkle  
Mary Ellen Funderburg, Past Chair  
Amanda Heynemann, Chair

**Members Absent**

Becky Bean  
Melisa Gaelrun-Maggi

**Guests**

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Dan Dieter, Library Board Secretary

OR

**CALL MEETING TO ORDER:** The meeting was called to order at 7:15pm by Chair Heynemann.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** N/A

**PREVIOUS MEETING MINUTES:** Minutes were reviewed and approved.

**ELECT NEW VICE CHAIR: ELECT NEW VICE CHAIR:** Library Director Jeffries reported that Library Board terms were set by City Council to 4 years, with a limitation of serving no more than two consecutive terms. This works well with the design of vice chair / chair / past chair. There is a requirement that after a board member's second term has ended; they are not allowed to rejoin the Board until after a one term leave of absence. Because of the recent departure of prior Board Chair Murray, and the assignment of former Vice Chair Heynemann as the new Board Chair, the Board now needs to assign a new Vice Chair. Given the terms of current Board members, it would make the most sense to ask one of the Members whose terms don't expire soon to assume the role of Vice Chair. The group discussed the best way to determine who would make a good candidate and thought that it might be whoever has the longest term. Based on that, Member Anderson-Bibler was nominated and she accepted the assignment of being Vice Chair.

Member Funderburg stated that it seems strange that the Board is required to give an annual report to the City Council when they are already kept up to date by the Library Director. Director Jeffries stated that she would give some thought to how reporting might be done differently. Director Jeffries stated that the Council has confidence in the Library Board. Member Funderburg stated that the big thing this year would be the combined catalog and that the city has all the information about that. Director Jeffries stated that the Director Reports are done differently now, and are just highlights of current activity, for example, giving a report that covers statistics about who is receiving proctoring services, and what institutions are participating. The bylaws require that an annual report is presented by all boards to the City Council.

**REVISE WORKING GROUP ASSIGNMENTS:** With the departure of Member Murray, the group discussed the possibility of moving members around to different working groups. After discussing who was currently assigned to which group, the members agreed to the following assignments: Access: Members Heynemann and Birkle; Communications: Members Bean and Gaelrun-Maggi; Community Partners: Member Anderson-Bibler, with the second assignment left vacant until a new board member is assigned; Facilities: Member Funderburg and Beardslee.

**STATUS OF LIBRARY BOARD VACANCY:** Chair Heynemann established a committee to interview new board members. The committee would be made up Chair Heynemenn and Member Gaelrun-Maggi. The group discussed the process, and Director Jeffries stated that an advertisement would be placed in the paper of record, The Chronicle. The group also discussed the upcoming calendar and possible dates for reviewing applications and interviewing candidates. In order to accommodate the schedule, and get a possible candidate before the City Council for a vote, the June meeting will be moved from June 10 to June 3.

**MUNICIPAL CODE AND LIBRARY BY-LAWS UPDATE:** Director Jeffries met with Member Birkle to discuss the current Municipal Code and By-laws. They discussed the recommendation that the Board review by-laws from other libraries for comparison. Director Jeffries and Member Birkle made some changes to the by-laws but they suggested waiting to see if there are any changes on how City Councilors are assigned. There are still some conflicts between the by-laws and the Municipal Code, but progress is being made and they are working on alignment between the two documents.

#### **UPDATES FROM WORKING GROUPS:**

**ACCESS:** No report available.

**COMMUNICATIONS:** No report available.

**COMMUNITY PARTNERS:** Member Anderson-Bibler reported that the work group met and discussed the PCC Adult Literacy Program and how it might train participants.

There are some local volunteers that might be linked to WorkSource as that group expressed an interest in having someone work with their clients. The work group discussed Spanish / English literacy, possible methods of getting materials to homebound patrons, and several programs that might fit better in the City's Rec Program. Member Birkle expressed an interest in supporting a Spanish / English program.

**FACILITIES:** No report available.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries reported on several upcoming events, such as, the next Conversation Project, which was rescheduled for March 14, the Growing Gorgeous Peonies presentation will be April 9, the Library recognition event will be held on April 5 and the City's Boards and Commissions event will be held on April 10. The next budget meetings will be held April 15 and April 22. In years past, Board Members gave recommendations to the Budget Committee to help support Library programs. Director Jeffries stated that this year's budget has only minor changes, for example, the periodicals will start moving to a digital format for easier access and this has a small budget impact. Director Jeffries also reported that the upcoming Columbia County Reads program scheduled for April 25 will host Phillip Margolin, author of Worthy Brown's Daughter, and Gregory Nokes, author of Breaking Chains, both books are about slavery in Oregon. This event is part of a larger presentation throughout the County, with libraries in Scappoose, Vernonia and Clatskanie participating as well. Director Jeffries also reported that the Friends will be holding their Spring Book Sale on April 12 and 13, with an addition of a plant sale by the Garden Club on April 13.

**BOARD MEMBER REPORTS:** Member Anderson-Bibler wanted to know more about a county wide volunteer event. An email was sent to Library Assistant Dieter asking for information. Director Jeffries requested that the information about the activity be forwarded to her. Volunteers are always being sought to help with programs, for example, this year's Summer Reading Program, A Universe of Stories, will potentially have a few programs that will be presented by volunteers.

Member Anderson-Bibler suggested that the working groups should send a report to the Chair Heynemann for inclusion in the annual report that is presented to the City Council in May.

**BOOK GROUP:** Director Jeffries reported that the Book Group will meet on March 21 and discuss book club selections for "Renewal and Awakening" the theme for this month. Member Gaelrun-Maggi and Member Murray were running the group, and since Member Murray has left the board, Member Gaelrun-Maggi is looking for new partners. The next event will be in May.

**SUMMARIZE ACTION ITEMS:** No report available.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, April 8, 2019

at 7:15 p.m. in the Columbia Center Auditorium.

**ADJOURNMENT:** Chair Heynemann adjourned the meeting at 8:40pm

OR

Respectfully submitted by:

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Library Board Secretary, Dan Dieter

## 2018-2019 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

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