



**St. Helens Public Library  
Library Board Meeting  
Monday, 10/10/2022, 7:15pm  
Via Zoom (Details below)**

**AGENDA**

- i. 7:15 P.M. CALL TO ORDER
- ii. INVITATION FOR PUBLIC COMMENT – SPEAKERS ARE LIMITED TO 5 MINUTES
- iii. REVIEW AND APPROVE MEETING MINUTES FROM SEPTEMBER 12, 2022
- iv. OLD BUSINESS
  - a. Strategic Plan – questions for peer sessions
- v. NEW BUSINESS
- vi. LIBRARY DIRECTOR'S REPORT
- vii. CITY COUNCILOR'S REPORT
- viii. DISCUSSION ITEMS
- ix. SUMMARIZE ACTION ITEMS
- x. ADJOURNMENT

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**VIRTUAL MEETING DETAILS**

JOIN: <https://us02web.zoom.us/j/84738119932?pwd=OWRKRGI3ME81dTU4QVEyQTIEZDMrdz09>

Meeting ID: 847 3811 9932

Passcode: 502991

Dial by your location: 1-253-215-8782

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The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired, for a digital device to access a virtual meeting, or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting the St Helens Public Library at 503-397-4544.

Be part of the vision and get involved... volunteer for a City Board or Commission! For more information or for an application, go to [www.sthelensoregon.gov](http://www.sthelensoregon.gov) or call 503-366-8217

City of St. Helens  
***Library Board***

**Minutes from Monday, September 12, 2022**  
St. Helens Public Library via ZOOM

**Members Present**

Dan Davis, Past Chair  
Rob Dunn, Chair  
Melisa Gaelrun-Maggi  
Jana Mann, Vice Chair  
Aaron Martin  
Lynne Pettit  
Jessica Sturdivant

**Members Absent**

Diana Wiener

**Guests**

Justin Walker  
Shanna Duggan

**Councilors in Attendance**

Stephen Topaz

**Staff Present**

Suzanne Bishop, Library Director  
Dan Dieter, Library Board Secretary

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

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** The new St. Helens Senior Center Executive Director, Justin Watson, introduced himself to the group.

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

**OLD BUSINESS: STRATEGIC PLAN UPDATE:** Government Affairs Specialist Rachael Barry gave a status update of the strategic planning process. Slides from the packet were shared with the group. The last strategic plan was a five-year plan that ended in 2021. Last year, an environmental scan that defined strengths, weaknesses, opportunities, and challenges (SWOC analysis) was developed by both the library staff and the library board. The group discussed the process of using the SWOC analysis to determine if any of the old plan goals need to change. The group discussed the mission statement and the question was raised as to whether it still measures up. Councilor Topaz asked if the

mission stands on its own, or if it fits into the City master plan. Specialist Barry stated that some departments develop their own plans and they are starting to come together. She asked the board what their impression is of the current mission statement. Member Gaelrun-Maggi stated that it is too long. Member Sturdivant stated that it could be written in a different order to make a bigger impact. Specialist Barry stated that it might be a good idea to make changes, which takes planning to start the process. Member Mann stated that it could be a motto and a mission statement. Councilor Topaz stated that the plan needs to be flexible to allow for changes to meet community needs, as the pandemic showed. The group also discussed rebranding and what that might look like. The group discussed the length of the strategic plan and what would be a good length for the next plan, two years, or five years like the last one. Member Gaelrun-Maggi stated that it went by very fast, Chair Dunn stated that a five-year plan allows enough time to shift for the next planning phase. Specialist Barry asked how the group felt about creating the plan internally versus hiring a consultant, specifically if the board would be comfortable with her doing the work. The group discussed the last consultant experience and the importance of having the staff involved as they would be implementing the plan. Specialist Barry asked how much help the board would need. Member Davis asked if the board could reach out to the community for volunteers to help, and Member Gaelrun-Maggi described how the last plan engaged the community, and how the consultant led that activity. The group discussed the idea of using a survey and the disadvantage of not getting synergy by having everyone in the same room at the same time. Chair Dunn asked about getting the school district involved, knowing that teachers would be interested in various components. Specialist Barry asked if the group could identify some of the stakeholder groups and generate a few questions that could be asked. The group discussed how to involve staff in this work. Director Bishop asked where the mission statement work fits into the conversation, and Specialist Barry stated that just using basic themes would work in drafting questions for a strategic planning process, and the reworking of the mission statement could come later. Board members will each draft questions and put together groups of their peers to discuss them; the sessions will be done by January. The goal is to have a new mission statement and goals drafted by early spring.

**NEW BUSINESS: PROSPECTIVE BOARD MEMBER INTERVIEWS:** Chair Dunn stated that he and Member Pettit interviewed two candidates. Given that there is only one spot left on the board, Chair Dunn asked the board to vote to submit Ellen Jacobson's name to City Council for approval. The affirmative vote was unanimous.

**LIBRARY DIRECTOR'S REPORT:** Director Bishop stated that Columbia County Mental Health (CCMH) came to the last staff meeting to talk about helping patrons who might be in crisis or struggling with other issues. The training included understanding body language when communicating with anyone visiting the library. The staff will have a fire drill in September and have Narcan training after that. Columbia County Public Health department dropped off free Covid test kits for distribution. So far, we have distributed 90 test kits. The first Repair Fair is scheduled for November 5<sup>th</sup>. The concept is to bring in experts in certain repair areas (e. g., small appliances, furniture, etc.) and get help

repairing those items. Board members were asked to spread the word and to offer any suggestions for people who might be able to participate as experts. There is also a need for help setting up on the day of the event. As of Friday, the City has received 33 applications for the Youth Librarian position that was posted. Of those, 28 are qualified and nine indicate that they have some experience with children, and of those, five have extensive experience. The interview panel will include Director Bishop, City Administrator John Walsh, City Councilor Stephen Topaz and Library Board Member Lynne Pettit. The panel expressed an interest in adding a youth librarian and are searching for one that can make the time commitment. The panel will be meeting next week. There were several groups of middle school students who came through the library last week as part of a school district scavenger hunt. They were given a short overview of what's available at the library. The library will participate in an air quality testing activity by OSU researchers on the 15<sup>th</sup>. The United Way Day of Caring is being rescheduled, and the new date is yet to be determined. They plan to work on the landscaping in the courtyard. Director Bishop met with the Columbia Pacific Economic Development District (COL-PAC) about the involvement of the Makerspace with the local business community. Director Bishop and Specialist Barry will be meeting next week with Senior Center Executive Director Justin Watson about strengthening partnerships between the groups. Banned Book Week is set for the week of September 18<sup>th</sup> through the 24<sup>th</sup>. What does it look like to be free to read what you want? We want to be able to support this need.

**CITY COUNCILOR'S REPORT:** Councilor Topaz stated that the Makerspace is ahead of the curve, and we need to upgrade the programs. In order to keep up to date, we need heavy-weight tools. Director Bishop mentioned that Makerspace Technician Allen Hansen has been in conversations with the Oregon Manufacturing Innovation Center (OMIC) about collaborating and getting support for local programs.

**DISCUSSION ITEMS:** Member Gaelrun-Maggi stated that the next Book Club meeting is this Thursday [September 15] and the theme is "dragons." November's theme is "Ireland" and the meeting after that will be "space." Member Pettit asked for a review of the Library Collection Development Policy. Director Bishop described the policy and how it explains, among other things, how we choose items, how long we keep them, and how to request a reconsideration of material. The group discussed the reconsideration component and how it involves the staff, the Director and possibly the Board as the final arbiter of any formal request. Member Davis asked if this policy was part of the City code, and Director Bishop stated that she would find out. Member Davis also asked if the website catalog search data was being collected by the browser, and Director Bishop thought that it would be a violation of privacy to collect that. It was suggested that it might be available anonymously.

**SUMMARIZE ACTION ITEMS:** Chair Dunn stated that he would inform Kathy Payne that the board is recommending Ellen Jacobson for approval by City Council to fill the last available board position. Also, board members need to think of questions for strategic planning, and to submit any names of potential stakeholders for participation in the process.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, October 10, 2022 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chair Dunn adjourned the meeting at 8:50 pm.

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Respectfully submitted by:

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Library Board Secretary, Dan Dieter

DRAFT

**2021-2022 Library Board Attendance Record**

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

Date	Davis	Dunn	Gaelrun-Maggi	Mann	Aaron Martin	Lynne Pettit	Sturdivant	Wiener	VACANT
07-11-2022	P	P	P	P	-	-	E	E	-
08-08-2022	P	E	P	P	P	P	P	P	
09-12-2022	P	P	P	P	P	P	P	U	
10-10-2022									
11-14-2022									
12-12-2022									
01-09-2023									
02-13-2023									
03-13-2023									
04-10-2023									
05-08-2023									
06-12-2023									