

City of St. Helens  
***Library Board***  
**Minutes from Monday, August 12, 2019**  
St. Helens Public Library

**Members Present**

Becky Bean  
Lisa Beardslee  
Patrick Birkle  
Dan Davis  
Melisa Gaelrun-Maggi, Vice Chair  
Amanda Heynemann, Chair

**Members Absent**

Margie Stanko

**Guests**

**Councilors in Attendance**

Stephen Topaz

**Staff Present**

Margaret Jeffries, Library Director  
Dan Dieter, Library Board Secretary

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**CALL MEETING TO ORDER:** The meeting was called to order at 7:18pm by Chair Heynemann.

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

**PREVIOUS MEETING MINUTES:** Minutes were reviewed, and approved with one correction noted.

**WELCOME NEW BOARD MEMBERS AND INTRODUCTIONS:** City Councilor Topaz, Library Director Jeffries and all Board members in attendance made introductions all around.

**ELECT NEW VICE CHAIR:** The group discussed the requirements of the Board, viz., the system of Vice Chair, Chair and Past Chair, and how the rotation is easier with four-year terms. Member Gaelrun-Maggi volunteered to be the next Vice Chair. Member Birkle made a motion to have Member Gaelrun-Maggi become the new Vice Chair, Member Beardslee seconded it, and the vote was unanimous.

**REVIEW MUNICIPAL CODE AND STRATEGIC PLAN WITH DISCUSSION OF BOARD MEMBER ASSIGNMENTS:** Director Jeffries gave a brief history of the Strategic Plan process that began in 2016. With partial funding through a grant from the Ford Family Foundation, Library consultant Penny Hummel was hired to run the planning sessions and produce a strategic plan document. Longtime patrons and business owners, as well as City Administrator Walsh, School Superintendent Scot Stockwell and Senator Betsy Johnson attended the planning sessions. The City adopted the plan in early 2017 and implementation was started. With new board members starting, Director Jeffries felt it was a good time to review the plan. The group discussed the committees that were created to implement the strategic plan goals, which are the Access Working Group, the Communication Working Group, the Facilities Working Group, and the Community Partners Working Group. Some of these working groups have been more successful than others, and their work has been highlighted in the Annual Report. This year, the Annual Report that was presented to the City Council in May by Chair Heynemann, and she specifically covered the Duties and Powers of the Library Board as granted in the City Municipal Code (Chapter 2.28, Section 2.28.080), highlighting each item in that section.

Director Jeffries stated that with the success of the library catalog merger with Scappoose Public Library that perhaps the next area of concern is a courier service between the two libraries.

The Access Working Group has been working on how to offer service to 'non-residents', those potential new patrons. Part of that work is to find a way to offer 'teacher cards' and 'student cards' to bring more people into the library.

Director Jeffries stated that the design of the Columbia Center would allow for expansion of the footprint, but given other current needs of the City, like a new Police Station, it is unlikely that any expansion of the Library will occur in the near term. Member Birkle reminded the group that the building is owned by the Columbia Learning Center and is leased by the City. Director Jeffries reported that the Facilities Working Group had been asked by other groups why was there a need to expand the building when there is already space that is not being used. The group discussed the suggestion that the Columbia Learning Center be asked about leasing the back room for Library programs (possible Maker-Space) and perhaps invite some of the members of the Columbia Learning Center to tour other Maker-Space programs to get an idea of what that might look like in the Columbia Center. Councilor Topaz agreed that it is important to have interim steps, but maybe better to look longer term, like 10-15 years.

There are currently wear and tear items at the Library that need replacing, for example, worn carpets, old chairs and outdated equipment. However, there have been several upgrades, such as new LED lighting, new computer chairs and a new emergency exit door in the back of the Library.

The group discussed ideas to create an enhanced patron experience, such as creating a maker-space, starting a courier service and making meeting spaces more available.

Member Bean asked about applying for grants that might be beneficial to the Library. Can Board members write grant proposals, communicate with grantors? Member Gaelrun-Maggi asked about what the Board can do versus the staff. Perhaps the Board could prepare marketing plans, but who would do the work? Chair Heynemann stated that the Access Working Group has made phone calls in the past to help expedite projects. Members Beardslee asked about what working groups does the Board need? The group discussed the Working Groups, their progress and what changes might be made to keep the Strategic Plan moving forward. The group discussed how the Library is the 'soul' of the community, offering wi-fi services, public restrooms, and a cooled / heated space for patrons and residents.

Chair Heynemann suggested that the Board move forward with three of the committees, the Facilities Working Group, the Communication Working Group, and the Access Working Group. The group discussed this format and agreed that with the new board members added this would be the format for Board Committees. The group also discussed some of the work of the three remaining working groups, such as, finding service delivery systems for homebound patrons.

Member Davis asked if there was an agreement between the City and the Columbia Learning Center: Director Jeffries explained the history of the building and how the City owns the property and has agreed to maintain the building that it is leasing from the Columbia Learning Center. The group discussed the potential of the old computer lab space as a future maker-space. Member Davis also asked about the budget cycle and how the City funds the maintenance of the building.

**CITY COUNCILOR'S REPORT:** Nothing to report at this time.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries reported on the current status of Library programs: the Focus Photo Club is just starting, the Genial Genealogists' group is hosting a genealogy conference on September 21, and the Library plans on hosting a celebration event for the Ukulele group's 5-year anniversary in February 2020. The Library sponsored the Rose City Astronomy group to hold a star viewing evening event that hosted over 50 people. The Book Club's next focus is 'Southern Authors'.

**BOARD MEMBER REPORTS:** No reports at this time

**SUMMARIZE ACTION ITEMS:** Member Davis and Member Stanko will need to decide which Working Group they would like to join.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, September 9, 2019 at 7:15 p.m. in the Columbia Center Auditorium.

**ADJOURNMENT:** Chair Heynemann adjourned the meeting at 8:58 pm.

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Respectfully submitted by:

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Library Board Secretary, Dan Dieter

**2019-2020 Library Board Attendance Record**

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

Date	Bean	Beardslee	Birkle	Davis	Gaelrun-Maggi	Heynemann	Stanko	VACANT	VACANT
07-08-2019	E	P	P	-	P	P	-		
08-12-2019	P	P	P	P	P	P	E		
09-09-2019									
10-14-2019									
11-12-2019									
12-09-2019									
01-13-2020									
02-10-2020									
03-09-2020									
04-13-2020									
05-11-2020									
06-08-2020									