

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

**Minutes from Monday, October 12, 2020**  
St. Helens Public Library via ZOOM

**Members Present**

Becky Bean  
Lisa Beardslee  
Patrick Birkle  
Dan Davis  
Melisa Gaelrun-Maggi, Chair  
Margie Stanko

**Members Absent**

Amanda Heynemann, Past Chair

**Guests**

**Councilors in Attendance**

**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 Gaelrun-Maggi.

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

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

**VOTE FOR VICE-CHAIR:** A motion was made and seconded to elect Member Stanko as Vice-Chair. The motion passed by unanimous vote.

**DISCUSS PARTICIPATION IN TRUNK OR TREAT:** The group discussed the event for this year and decided on a Harry Potter theme. Director Jeffries stated that the Library has folding chairs and tables as well as a canopy that can be used. Each participant in the event will receive one of the 500 tickets that will be made available. The participants will then drive by the different sponsored 'trunks' and proceed to an area where each ticket holder will receive a bag of goodies made up of items donated by each sponsor. Chair Gaelrun-Maggi will coordinate board member participation.

**REVIEW OF PROPOSED POLICIES / FORMS:** Director Jeffries wanted the board members to review a few policies and forms that are used in the course of operating the Library. The forms under review will be made available digitally through the Library's website, which is a minimum condition for public libraries in Oregon as articulated by the State Library. **Collection Development Policy:** The group discussed this policy and a few changes were suggested for clarity. The group discussed the basis for selection, including the three "c's", circulation, condition, and currency. The group also discussed the section covering material challenges, which allows direct feedback for any item in circulation at the Library. This feedback might involve a request to move an item to a different section of the Library or to remove it all together. **Statement of Concern About Library Resources Form:** The group discussed this form as it relates to a material challenge. One of the suggested changes was to call the form a "Resource Reconsideration Request". **Circulation Policy:** The group discussed how this policy describes current operating procedures, covering everything from what forms of ID are needed to sign up for a library card, to check out limits, and fines and fees. The group discussed the policy and a few changes were suggested for clarity. **Confidentiality Policy:** The group discussed this policy as a statement that reassures patrons that their personal information is protected both procedurally and physically. Director Jeffries stated that there is enough information to make corrections to the policies and forms for their presentation to the City Council. Once approved, they will be added to the Library's website to meet the minimum conditions for public libraries in Oregon.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries stated that the Library is currently working with the Recreation Department to continue to offer programs that will allow participation during foul weather. Library Assistant Dieter is working on creating barriers for the public computers so that when the time comes, they will provide proper screening. The City is scheduled to replace the public computers, one half at a time. Director Jeffries stated that she is watching other institutions as they determine how and when to open to the public. Member Birkle stated that he appreciates the caution that the Library is taking for both staff and patrons. Library Technician I Woodruff is working on creating alternate 'book rivers' that can be displayed on the Library's website for browsing new titles. The group discussed concerns over being a place to shelter during bad weather. Director Jeffries asked the group if they felt the need to keep the regular schedule of Board Meetings during the holidays, and the group felt that the schedule should stay as planned. The group discussed items to work on for future meetings, specifically, working on the alignment of the Bylaws and the Municipal Code and the Library's Mission Statement. The group also discussed including the American Library Association's *Library Bill of Rights* in the Library Board Member application packet so that potential Board Members are aware of its importance. Freedom to Read and Freedom to View statements should also be included.

**CITY COUNCILOR'S REPORT:** N/A

**BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:** N/A

**SUMMARIZE ACTION ITEMS:** Trunk or Treat event planning; Adding statements to interview process.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, November 9, 2020 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chair Gaelrun-Maggi adjourned the meeting at 8:45 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
07-10-2020	Meeting Cancelled								
08-10-2020	P	P	P	E	P	P	E		
09-14-2020	P	E	E	P	P	P	E		
10-12-2020	P	P	P	P	P	E	P		
11-9-2020									
12-14-2020									
01-11-2021									
02-08-2021									
03-08-2021									
04-12-2021									
05-10-2021									
06-14-2021									