

City of St. Helens
Library Board
Minutes from Monday, November 9, 2020
St. Helens Public Library via ZOOM

Members Present

Becky Bean
Patrick Birkle
Dan Davis
Melisa Gaelrun-Maggi, Chair
Amanda Heynemann, Past Chair
Margie Stanko

Members Absent

Lisa Beardslee

Guests

Councilors in Attendance

Stephen Topaz

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary



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.

DISCUSS NEEDED REVISIONS TO THE LIBRARY MUNICIPAL CODE: The group discussed recent events, i.e., Board Member Patrick Birkle winning his election bid for City Council. Several Members expressed a desire to see him remain on the board. Director Jeffries stated that she would check with Kathy Payne to see if Board Member Patrick Birkle can stay on the Library Board or if his recent election to the City Council prevents him from keeping his board position. It was agreed that the Boards provide citizen input to the Council so it would be desirable to fill the position with another citizen that could add to the Council's perspective. Councilor Topaz stated that the Mayor makes assignments for new councilors at the January Meeting, so Board Member Birkle should be able to remain on the Library Board at least until then. The group discussed the need to create a committee to review applications, and to limit that

committee to three members to avoid creating a quorum. Member Stanko, Chair Gaelrun-Maggi and Past Chair Heynemann all agreed to be members of the committee. The group discussed how to hold meetings and interviews while following State requirements for social distancing. The committee agreed to look at options for meeting prospective board members when the time comes. The group discussed the legal requirement for posting in the paper of record, the Chronicle, and other forms of advertising for new board members. The group discussed interview questions and access to the statements on the Library's website, statements that the group has agreed to ask all prospective board members to read.

Director Jeffries stated that the Library Municipal Code is out of date, and has spoken with City Administrator Walsh about how to make changes to bring it up to date. The Library Municipal Code is unique in that it describes the Library and the Library Board in the same document. Other commissions and boards aren't described this way. The group read through the Municipal Code and raised questions about several items in Section 2.28.080 Duties and Powers. The group thought that this section should be renamed Roles and Responsibilities instead. The group discussed item number five (5) in that section and felt it should be removed. The group felt that the word 'policies' in item number six (6), and that 'terms for contracts' should be taken out of item number nine (9). Item number eleven (11) should have 'state library' removed. The group discussed Section 2.28.090 Gifts and bequests, and Director Jeffries stated that she would get advice from the City on this Section. Director Jeffries stated that there should be two items added, one to describe the board's role in reviewing reconsideration of materials, and one to describe the board's role in reinstating library privileges to patrons who have lost them and want to regain those privileges. This role as an appeal panel is written into the Library's Rules of Conduct. Director Jeffries stated that lastly the language would be looked at for clarity. Once the Municipal Code is reviewed and updated, the Library Board should review the Bylaws, which also need to be updated.

LIBRARY DIRECTOR'S REPORT: Director Jeffries congratulated Member Birkle on his election to the City Council. Director Jeffries reminded the group that Member Bean wanted to review the Library's Mission Statement. Director Jeffries also stated that we should prepare to review the last strategic plan as a way to begin the work on a strategic plan for the next 5 years. Director Jeffries also stated that there will be environmental factors to consider such as the new housing development that is being considered adjacent to the wetlands property west of McCormick Park. The group discussed the success of the 'Drive Through Boo', this year's Trunk or Treat program.

CITY COUNCILOR'S REPORT: Councilor Topaz stated that the group should also look to include changes brought about by new State and Federal requirements.

BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS: Chair Gaelrun-Maggi asked that questions for potential board members be distributed.

SUMMARIZE ACTION ITEMS: N/A

NEXT MEETING: The next regularly scheduled meeting will be Monday, December 14, 2020 at 7:15 p.m. via Zoom.

ADJOURNMENT: Chair Gaelrun-Maggi adjourned the meeting at 8:50 pm.

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Respectfully submitted by:

Library Board Secretary, Dan Dieter

2020-2021 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	P	E	P	P	P	P	P		
12-14-2020									
01-11-2021									
02-08-2021									
03-08-2021									
04-12-2021									
05-10-2021									
06-14-2021									