

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, February 9, 2016**  
Columbia Center Auditorium

**Members Present**

Barbara Lines, Past-Chair  
Marsha Caton, Chair  
Nancy Herron, Vice-Chair  
Mary Ellen Funderburg

**Members Absent**

An Der Chang  
Vanessa Jones

**Guests**

**Councilors in Attendance**

Susan Conn

**Staff Present**

Margaret Jeffries, Library Director

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**CALL MEETING TO ORDER:** The meeting was called to order at 7:22 p.m. by Chair Marsha Caton.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment.

**PREVIOUS MEETING MINUTES:** Minutes approved with no changes.

**AGENDA REVISIONS:** Agenda was changed to include the reading and approval of minutes from the special meeting held November 9, 2015. Minutes approved with no changes.

**REPORT FROM LIBRARY BOARD SELECTION SUBCOMMITTEE:** The Selection Committee met with one Library Board applicant, has an interview scheduled on February 12, 2016 with a second applicant, and will try to reschedule an interview with the third applicant for the same day.

**STRATEGIC PLANNING DISCUSSION:** City Council approved the use of some of the reserve funds from the LSTA grant to match any possible funds received from a Ford Family Foundation technical assistance grant. The Ford Family Foundation grant is available for use as soon as each proposal is approved so the Board could start the project when they choose.

Consultant Penny Hummel may propose the start of the Strategic Planning process until

July due to previous commitments. Director Jeffries stated that starting in July could make including educators from the community difficult. Another concern is losing momentum, so Jeffries is exploring what work can be done in the interim. Identifying the community stakeholders is one of the first steps to be taken.

Hummel can tailor her services to the Library's specific needs within a given budget. She will prepare a budget and an outline of the services she offers. This will allow the Board to decide how to best use her expertise in creating the Library's Strategic plan.

Hummel will attend the March Board meeting to discuss the services she offers, her work with other Oregon libraries, bench marking data, and answer questions from the Board and Staff about the Strategic Planning process.

In preparation for March's meeting, Director Jeffries will contact the Siuslaw Library's Director about the work they did with Hummel. The Board should look at Hummel's website, read the book, "Expecting More", and identify stakeholders in the community and determine how important each is in the planning process.

Member Lines suggested creating a timeline for the planning process to help maintain focus.

**DIRECTOR'S REPORT:** Library traffic and circulation is down.

Hiring a new part-time assistant and Youth Librarian is happening. Director Jeffries has been interviewing prospective employees and checking references, etc.

The next event happening at the Library is "Soup Night" on February 18, 2016 at 7:00p.m.

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

**FRIENDS' REPORT:** Thirteen people participated in the first annual Recycled Book Art Show and submitted a total of sixteen pieces of art.

**NEXT MEETING:** The next regular meeting is scheduled for Tuesday, March 15, at 7:15 p.m. in the Auditorium.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

The meeting was adjourned at 8:58 p.m. by Chair Caton.

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Respectfully submitted by:

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Library Board Secretary, Nicole Woodruff

### 2015-2016 Library Board Attendance Record

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

Date	Bensen	Caton	Chang	Jolissaint	Lines	Mann	Woiccak
01/15/15	P	P	E	E	P	P	E
02/19/15	P	P	E	E	P	E	P
03/19/15	P	P	E	P	P	P	P
04/16/15	P	P	E	P	P	P	P
05/21/15	P	E	E	P	P	P	P
06/16/15	E	P	P	E	P	P	P
Date	Caton	Chang	Funderburg	Herron	Jolissaint	Jones	Lines
07/14/15	E	P	P	P	P	P	P
08/18/15	P	P	P	P	E	P	P
09/15/15	P	E	P	E	P	P	P
10/20/15	P	E	P	P	U	E	P
<b><u>11/09/15</u></b>	<b><u>P</u></b>	<b><u>E</u></b>	<b><u>P</u></b>	<b><u>P</u></b>	<b><u>E</u></b>	<b><u>E</u></b>	<b><u>P</u></b>
11/17/15	P	P	P	P	U	E	P
12/15/15	No December Meeting						
01/19/16	P	P	P	P		P	P
02/09/16	P	E	P	P		E	P
03/15/16							
04/12/16							
05/17/16		E					
06/21/16							
07/19/16							