

City of St. Helens

## *Library Board*

**Minutes from Tuesday, July 12, 2016**  
Columbia Center Auditorium

### **Members Present**

Barbara Lines, Past-Chair  
Marsha Caton, Chair  
Mary Ellen Funderburg  
Patty James  
Nancy Herron, Vice-Chair  
Melisa Gaelrun-Maggi

### **Members Absent**

Eloise Bates

### **Guests**

### **Councilors in Attendance**

Susan Conn

### **Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Secretary

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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 a correction to the attendance record.

**AGENDA REVISIONS:** No change.

**VOTE TO RENEW NANCY HERRON'S TERM ON THE BOARD, ELECT OFFICERS:**  
The Board voted unanimously to approve Member Herron for a full term. Board voted unanimously to elect Member Herron as the new Chair for the Library Board and to elect Member Funderburg as Vice-Chair. Current Chair Caton agreed to act as Past Chair.

**STRATEGIC PLANNING UPDATE:** Director Jeffries will present the contract for Hummel Consulting Services for approval to City Council at the next work session. She will also present the grant application for the Ford Family Foundation Technology Grant

for approval. The Board reviewed the grant application with Director Jeffries and refined some answers to the application questions.

The Board discussed what work could be done prior to meeting with consultant Penny Hummel. It was decided that the list of stakeholders would be divided up between Board Members. Each will find the contact person and contact information for community organizations that the Board feels should be invited to have a say in the strategic planning process. Director Jeffries suggested that Board Members could begin work on forming questions for a community survey. The Board would like to create save the date cards to distribute to potential workshop invitees. Jeffries will also ask Library Staff to identify patrons who should be include in the planning process.

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

**FRIENDS' REPORT:** N/A

**NEXT MEETING:** The next regular meeting will be for Tuesday, August 16, at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

Chair Caton adjourned the meeting at 8:23 p.m.

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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	Caton	Chang	Funderburg	Herron	Jolissaint	Jones	Lines
7/14/15	E	P	P	P	P	P	P
8/18/15	P	P	P	P	E	P	P
9/15/15	P	E	P	E	O	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	P	E	P	P			P
Date	Bates	Caton	Chang	Funderburg	Herron		Lines
04/12/16	P	E	P	P	P		P
Date	Bates	Caton	Chang	Funderburg	Herron	James	Lines
05/23/16	E	P	P	P	E	P	P
06/21/16	P	P	P	P	P	P	P
Date	Bates	Caton	Funderburg	Gaelrun-Maggi	Herron	James	Lines
07/19/16	E	P	P	P	P	P	P
08/16/16							
09							
10							
11							
12							