

City of St. Helens
Library Board
Minutes from Monday, September 13, 2021
St. Helens Public Library via ZOOM

Members Present

Dan Davis, Chair
Rob Dunn
Melisa Gaelrun-Maggi, Past Chair
Jana Mann
Jessica Sturdivant
Diana Wiener

Members Absent

Becky Bean
Amanda Heynemann

Guests

Councilors in Attendance

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary

OR

CALL MEETING TO ORDER: The meeting was called to order at 7:17 pm by Chair Davis.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

REVIEW MAKERSPACE POLICY: Director Jeffries stated that the new policy for the Makerspace is being readied for final approval by the City. The highlights that the group discussed were the liability waiver, materials that will be consumed, charges for materials that are consumed, and the job description for the new Library Technician. Director Jeffries stated that the Library Technician position was approved by the City and is currently waiting for approval by the Union. The new Library Technician will also assist with outreach. The position is being funded for about two years by American Rescue Plan Act (ARPA) funds, after that the City will need to provide the funding. The Makerspace Policy is being reviewed for feedback from the Board. The waiver is at the City's attorney's office for approval. The liability waiver is not part of the policy. The group discussed other elements of the policy, e.g., the age of users and the need for ID cards, the room's capacity and how programs will consider the mix of participants ages,

the ability of older children and adults to use the space independently. Library staff will be oriented to the use of the current equipment, so that participants can get guidance if needed. The group discussed materials that come with free programs versus extra materials that would be charged at cost. Chair Davis asked if smoking or vaping were covered in the policy. Member Wiener asked if a participant's rights are revoked, can they get them back. Director Jeffries stated that there are signs posted noting those prohibitions and that the Code of Conduct also covers items like reasons for exclusion and processes for getting reinstated. Councilor Topaz asked if materials are being stored safely. Director Jeffries stated that materials are being stored in appropriate places, and if needed, in a locked cabinet. Councilor Topaz asked how we planned to make sure closed toe shoes were being worn. Director Jeffries stated that a copy of the policy is signed before use and that items like that are covered. Chair Davis asked about capacity limits. Director Jeffries stated that capacity would be program dependent, and that registering for use would help guide capacity numbers. Member Gaelrun-Maggi asked if the rules were too much. The group discussed the strength of the rules as a way to help balance protecting patrons from harm and protecting the equipment from being misused. Member Dunn stated that it sounds like a lot, but it seems necessary because of the risks. The group discussed checking items out from the Makerspace, and that the high value items would not check out, but that there are similar items in the Library of Things collection that are available for checkout. Chair Davis asked what plans are in place for promoting and marketing for this space. Director Jeffries stated that there are press releases coming out and things will get rolling with the open house and ribbon cutting.

UPDATES FOR: LIBRARY BOOK CLUB: Member Gaelrun-Maggi stated that the last book club gathering went well. There were a few new participants. Lots of flyers have been handed out, and the next meeting is November 18, and the theme is 'Food'. MAKERSPACE EVENTS: Friday October 8th is the ribbon cutting and October 9th is the open house. There will be demonstrations of the equipment and Youth Librarian Kolderup has asked for a few volunteers from the Board to assist. Myronda Schiding will be there from the Northwest STEM Hub. TRUNK OR TREAT / DRIVE THROUGH BOO: The group discussed last year's activity. Member Gaelrun-Maggi suggested several themes for this year, including 'mad science', 'pumpkin patch', 'pirates', and 'clowns'. The group decided to go with 'mad science'. The schedule this year is to set up on October 31 from 3:00 – 4:00 pm, the drive through would be from 4:00 pm – 7:00 pm, and then clean up from 7:00 pm to 8:00 pm. We will need to organize 500 items for placement in the 'goodie bag' that will be handed out to every participant. NATIONAL NOVEL WRITING MONTH – NOVEMBER: Member Mann described the NaNoWriMo process, how to sign up and participate. The group discussed how local writers participated in the past, and how it might be possible for the Library to assist this year.

LIBRARY DIRECTOR'S REPORT: Director Jeffries stated that Tari Johnson was hired as the new Library Assistant. She is a retired English teacher from Montana who has recently relocated to Scappoose. She is currently being trained by Library staff. All of the current programs have been converted from an in person format to a virtual format, and some of the children's programs have been postponed. Permission from the grant funder was given to allow the Columbia County Reads program to move to the last two

weeks of November.

CITY COUNCILOR'S REPORT: Councilor Topaz stated that he wanted to report that the findings from the State Ethics Review Board have found that he did not violate any ethics laws. This report was not put into the press, nor has the City acknowledged this result. The Library is a great place to go, and under the current circumstances, people do need someplace to go to 'get out'.

BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS: Rachael Barry stated that she would like to talk to the Board about strategic planning, and then move toward the mission. This would likely happen at the next Board meeting.

SUMMARIZE ACTION ITEMS:

NEXT MEETING: The next regularly scheduled meeting will be Monday, October 11, 2021 at 7:15 p.m. via Zoom.

ADJOURNMENT: Chair Davis adjourned the meeting at 8:40 pm.

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Respectfully submitted by:

Library Board Secretary, Dan Dieter

2021-2022 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Davis	Dunn	Gaelrun-Maggi	Heynemann	Mann	Sturdivant	Wiener	VACANT
07-12-2021	P	E	P	P	P	P	P	E	
08-9-2021	P	P	P	P	P	P	P	E	
09-13-2021	E	P	P	P	E	P	P	P	
10-11-2021									
11-8-2021									
12-13-2021									
01-10-2022									
02-14-2022									
03-14-2022									
04-11-2022									
05-9-2022									
06-13-2022									