

City of St. Helens
Library Board

Minutes from Monday, October 11, 2021
St. Helens Public Library via ZOOM

Members Present

Becky Bean
Rob Dunn, Vice Chair
Melisa Gaelrun-Maggi, Past Chair
Amanda Heynemann
Jana Mann

Members Absent

Dan Davis, Chair
Jessica Sturdivant
Diana Wiener

Guests

Rachael Barry, City of St Helens

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 7:20 pm by Past Chair Gaelrun-Maggi.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

UPDATES: TRUNK OR TREAT / DRIVE THROUGH BOO – OCTOBER 31: Past Chair Gaelrun-Maggi stated that she is not going to be able to organize the event this year. The group discussed the risk of being in close proximity during the event and the possibility of other groups pulling out. The group decided to err on the side of caution and not participate in this year's event. Past Chair Gaelrun-Maggi will email Support Services Clerk Malinda Duran to give notice of the Board's withdrawal. NATIONAL NOVEL WRITING MONTH – NOVEMBER: Member Mann gave an update on this year's event. There is no meeting in person, and some participants are meeting online through Google Meet or Facebook. All five members of the Writer's Guild that met last Saturday said that they were participating. Director Jeffries stated that the Library would be able to help get the word out with flyers and handouts at the front desk. Member Mann stated that she would send out links to the event's website.

STRATEGIC PLANNING DISCUSSION: Rachael Barry, the Government Affairs & Project Support Specialist introduced the Strategic Plan process. This included an overview of the past plan's scope and what will be involved in developing a new plan. Rachael described to the Board the roles in plan development, including definitions of key steps in the process such as, environmental scans, mission and core values, goal development, strategy development, action planning, implementation and finally, review and evaluation. The group discussed the different steps in the process. Rachael gave a further breakdown of the environmental scan components, including definitions of internal and external stakeholders. The group was then given an assignment to work on for the next board meeting. Each Board member was requested to ask 5 people that they know to identify themes for a better understanding to the community's perception of what the Library does and what it could do. The group discussed different groups that could be contacted as external stakeholders, such as Community Action Team (CAT), Columbia County Mental Health (CCMH), and the St Helens Senior Center. There was also a suggestion to utilize lists of past program participants, such as those from the recent Summer Reading program. There was some discussion about how to reach local citizens who may not have a residential address. The group discussed the use of an informal survey for anyone visiting the Library. Visitors would be encouraged to put down a few words on a post-it note as an answer to a survey question, and that note would be placed on a large display that would help form part of the environmental scan. The idea is to get a feel for trends. The group discussed questions that might be asked to get a better understanding of not only what motivates patrons to come to the Library, but also what might keep patrons away. Director Jeffries stated that Rachael would be meeting with Library staff on Wednesday to cover the same information. Director Jeffries also stated that anyone who wanted a copy of the book (*Expect More: Demanding Better Libraries for Today's Complex World*) which was distributed to staff and board members prior to the last strategic planning session, to let her know and she would get them a copy.

LIBRARY DIRECTOR'S REPORT: Director Jeffries thanked all the Board members for helping with the Makerspace Policy evaluation as well as assisting with the Makerspace open house. The open house was very successful and many people showed up and asked questions. The job posting for a full time Library Technician (Makerspace Specialist) was posted last Thursday. Director Jeffries stated that she and Reference Librarian Herren-Kenaga are working on the statistical report that is submitted to the State Library every year. The data from this report is collected and then combined into a National report. The data usually takes about six to nine months to be posted. Outdoor activities will likely diminish with the onset of colder weather. The Ukulele Orchestra will try to continue to meet outdoors, but at some point they will try to find an alternate space to accommodate their group. Councilor Topaz asked if the City employees who helped with the setup for the Makerspace were acknowledged. Director Jeffries stated that she wrote a letter to the Public Works Director and named all of the employees who worked on everything from plumbing the new sink to pouring the new sidewalk.

CITY COUNCILOR'S REPORT: Councilor Topaz stated that he thought the Makerspace

would offer a space where parents and their children can work together and siblings can help each other. How can we measure the 'happy sounds' that were heard at the open house?

BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:

SUMMARIZE ACTION ITEMS: Board members were given the task of asking five people that they know a series of questions. For example, 'what two words do you associate with the St Helens Public Library?', or 'how do you use library services?'. The responses will be discussed at the next Board meeting.

NEXT MEETING: The next regularly scheduled meeting will be Monday, November 8, 2021 at 7:15 p.m. via Zoom.

ADJOURNMENT: Past Chair Gaelrun-Maggi 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	P	E	P	P	P	P	E	E	
11-8-2021									
12-13-2021									
01-10-2022									
02-14-2022									
03-14-2022									
04-11-2022									
05-9-2022									
06-13-2022									