

City of St. Helens  
***Library Board***  
**Minutes from Monday, April 10, 2023**  
St. Helens Public Library via ZOOM

**Members Present**

Rob Dunn, Chair  
Melisa Gaelrun-Maggi  
Ellen Jacobson  
Jana Mann, Vice Chair  
Jessica Sturdivant

**Members Absent**

Aaron Martin  
Lynne Pettit  
Diana Wiener

**Councilors in Attendance**

Patrick Birkle

**Guests**

**Staff Present**

Suzanne Bishop, Library Director  
Dan Dieter, Library Board Secretary

OR

**CALL MEETING TO ORDER:** The meeting was called to order at 7:20 pm by Chair Dunn.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** N/A

**PREVIOUS MEETING MINUTES:** Minutes from February 13, 2023, and minutes from April 3, 2023, were reviewed and approved.

**NEW BUSINESS:** Director Bishop described some of the changes in communication processes for the board. We will start using Municode soon to produce board meeting agendas and minutes. This will allow the board to follow the conventions used by the City Council and other City boards and commissions. Reference Librarian Herren-Kenaga was asked to describe some current statistics. Our audio books are getting more checkouts, even better than pre-Covid times. The average number of people entering the building for either use of the hall and meeting rooms or entering the library itself indicates that we are seeing an increase in usage. Whether we are measuring patrons per hour, or patrons overall, we are seeing a significant increase people coming back into the library after being closed for Covid. The community is seeing how effective and interesting the library can be. There is a significant uptick in Library of Things checkouts and with the return of the Youth Librarian more people are coming in for story time. These numbers

should increase as we head into summer knowing that there are programs planned. There is also the consideration of the projected increase of nearby residents as the Broadleaf Arbor housing development nears completion. This Friday we received confirmation that we were accepted into the Community Webs program, a web-based archive program that is part of Internet Archive which will give us an opportunity to build archives of web-published primary sources. The program gives us a subscription to their software as well as a stipend to go to a national conference among other benefits. Brenda is looking forward to working with fellow creators. This can be several thousand dollars' worth of aid in helping preserve local history and the geography of our area. Chair Dunn asked about the board chair tenure and wanted to confirm that it was for one year. Vice Chair Mann is aware that after the end of the fiscal year she will become the next Chair and the board will need to assign a new member to the roll of Vice Chair. The Council will be notified of any changes after they are approved by the board.

**OLD BUSINESS: STRATEGIC PLAN UPDATE:** Director Bishop stated that the stakeholder meeting with staff will be held this Friday at 8:45 am. The Strategic Plan subcommittee will be meeting on April 21 here at the library. Member Jacobson stated that after having spent time on the survey and talking to our stakeholders we need to now ask ourselves what we ourselves think about the strategy and our strengths and weaknesses, opportunities, etc. Member Jacobson will email individual board members to gather everybody's thoughts on that and then compile that information for the subcommittee meeting on April 21.

**LIBRARY DIRECTOR'S REPORT:** Director Bishop stated that Makerspace Technician Allen Hansen will be leaving the Makerspace. His last day is April 14. We are very sad to see him go, but he is moving on to something new and exciting. We will be having a farewell event during Makerspace drop-in hours on Thursday, April 13, from 3:30 pm to 5:30 pm. If you get the chance, please stop by and say farewell. We are just finalizing the job description for that position, and as soon as Director Bishop, City Recorder Payne and City Administrator Walsh nail that down we will be able to start posting the position. I have reached out to public libraries, directors in the State and talked to a few other people, asking them to pass along the word. Chair Dunn asked if the position was still only funded through the end of this year. Director Bishop stated that currently there are enough American Rescue Plan Act (ARPA) funds to sustain the position through June 30 next year. So, we will be able to offer a position that will be about a full year, depending on when they join us. We do have to find permanent funding. We need to figure out how to convince the City Council and the Mayor and the Budget Committee to include that position. We are still waiting on the Library Science and Technology Act grant through the State of Oregon. We've applied for a \$50,000 grant that would support that position. Almost all of it would be salary. There were 31 applications for \$350,000, so there is tight competition. Makerspace Technician Hansen has spread a very wide net and we have a lot to be proud of and think that we've made a very good case for funding that position. We are gathering a group of staff and some trained volunteers that have been and will be training with Makerspace Technician Hansen. We hope to be able to guide people with the most widely used equipment. It will take a week or so to get back up and running with the staff and volunteers. You can imagine having a person stepping away means

that we're rescheduling our desk shifts and various other things. Member Sturdivant asked if we were looking for people who know how to run everything in the Makerspace. Director Bishop stated that we were lucky to have Makerspace Technician Hansen as he has extensive experience training teachers and students on how to use many of the tools that we have. Having a deep knowledge and understanding of all the equipment is a bonus, however, some technicians have, for example, an art background, so their use of the equipment would be guided and shaped in a different way. There are lots of ways to make the space relevant to our community. The library board will present their annual report to the City Council on May 17th. The group discussed how the process of developing the report was done in prior years. Chair Dunn and Director Bishop will develop a draft of the report based on prior year reports and bring that to the board for feedback at the May 8th board meeting. Member Sturdivant and Member Pettit will be meeting with a prospective board member for an interview at 6:00 pm on Monday the 17th. Local patron Elsa Dye, who taught hand loom and spinning classes in the Makerspace last year, won an Academy Award for her work on Guillermo del Toro's "Pinocchio." Director Bishop talked to her about giving a program this summer. The library will be closed for Memorial Day on May 29th this year and this Wednesday for city-wide ethics training. Because of the timing, the regularly scheduled LEGO free play activity will be cancelled. This is a very popular program, and in the future, the tables in the hallway will be included to allow for wider participation. Youth Librarian Keeney also just held their first homeschool hangout activity. This was also very well attended, with 10 adults and 32 kids. Aryn is familiar with many of the tools in the Makerspace and will be presenting some Science Technology Engineering, Art and Math (STEAM) programs later this year. Also, during the summer reading program there is a plan to return to outside presenters and performers, i.e., a woman who sings in English and Spanish that is interactive and "Oregon Rocks" from the Oregon Natural History Museum. The summer reading program is eight weeks long. We thank the Friends of the St. Helens Public Library for supporting the programs. Library Technician Woodruff will be putting together the summer adult programming. Some will be take-and-makes, which have been popular in the past. We will start collaborating with the City's Recreation Department in the future for a Storywalk program in McCormick Park. Government Specialist Barry has been working with WorkSource Oregon who runs the Oregon Youth Employment Program. This will fund training for teens and give the library an opportunity to support staff in the Makerspace and the summer reading program. The interns will have a chance to learn and practice basic job skills while working in a professional environment. Installation of the new egress windows in the children's room is now complete. Thanks to the Friends for funding that project. Director Bishop has contacted the Columbia River PUD (CRPUD) about adding a streetlight by the staff parking area. This would be installed on the pole that is on the corner of Dubois and 18th Street. We are waiting to see if it is possible. We have reaffirmed our policy on unaccompanied kiddos in the library. We had some 9-year-olds who were coming in, and our policy (which is based on Oregon law), states that any one under the age of 10 must be accompanied by someone who is 16 or older. Our next safety training will be for fire extinguisher use. We are also close to having scheduled Narcan training for staff. We have also been having conversations about how to make feminine hygiene products available for those who need them. We currently have a coin operated vending machine in the women's restroom that takes quarters. Some libraries

just put a basket out, but we were thinking of using the lockers next to the front desk that would allow a better location for distribution. Director Bishop will be making a presentation to the Budget Committee this Thursday. Some of the increases from last year are to allow us to purchase more materials, like Library of Things items. Some of the increases are due to the current cost of the items going up, and other costs increased because of amount of materials used to keep up with demand, like janitorial supplies. Projects and programs will increase due to an increase in adult programming. There is a substantial increase in the cost of periodicals with no discounts for libraries. We also have a presidential election coming up soon and that will increase the number of nonfiction items patrons want to have available. We've received good feedback from City Administrator Walsh and Finance Director Butsch. They felt it was a solid and reasonable budget.

**CITY COUNCILOR'S REPORT:** Councilor Birkle stated that he has been meeting regularly with Director Bishop, and the budget is foremost on his mind. He anticipates strong support from the Council members on this year's library budget, but again, we won't know the whole picture until Thursday. He keeps checking out some great books and would recommend "Gagsters of Capitalism" (Smedley Butler). It is very well done. He hopes to see you at the Budget Committee meeting. Thank you for your work everyone.

**DISCUSSION ITEMS:** N/A

**SUMMARIZE ACTION ITEMS:** Chair Dunn and Director Bishop will get together and work on the annual presentation. The strategic plan subcommittee (members Sturdivant, Jacobson and Martin) will meet on April 21 here at the library. Member Sturdivant and Member Pettit will meet with the prospective board member on April 17 here at the library.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, May 8, 2023, at 7:15 pm via Zoom.

**ADJOURNMENT:** Chair Dunn adjourned the meeting at 8:20 pm.

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Respectfully submitted by:

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Library Board Secretary, Dan Dieter

**2022-2023 Library Board Attendance Record**

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

Date	Davis	Dunn	Gaelrun-Maggi	Jacobson	Mann	Martin	Pettit	Sturdivant	Wiener
07-11-2022	P	P	P	-	P	-	-	E	E
08-08-2022	P	E	P	-	P	P	P	P	P
09-12-2022	P	P	P	-	P	P	P	P	U
10-10-2022	P	P	P	P	P	P	P	E	U
11-14-2022	P	E	P	P	P	P	P	P	U
12-12-2022	P	P	P	P	P	P	P	P	U
01-09-2023	-	P	P	P	E	P	P	P	U
02-13-2023	-	P	P	E	P	E	P	P	P
03-13-2023	Cancelled								
04-03-2023	-	P	P	P	P	P	E	P	U
04-10-2023	-	P	P	P	P	E	E	P	U
05-08-2023									
06-12-2023									