

City of St. Helens  
***Library Board***  
**ACTION Minutes from Monday, October 9, 2023**  
St. Helens Public Library via ZOOM

**Members Present**

Rob Dunn, Past Chair  
Ellen Jacobson  
Jana Mann, Chair  
Aaron Martin, Vice Chair  
Lynne Pettit  
Fatima Salas  
Jessica Sturdivant

**Members Absent**

Melisa Gaelrun-Maggi  
Diana Wiener

**Guests**

**Councilors in Attendance**

**Staff Present**

Suzanne Bishop, Library Director  
Brenda Herren-Kenaga, Reference Librarian  
Dan Dieter, Library Board Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:17 p.m. by Chair Mann.

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

**PREVIOUS MEETING MINUTES:** Minutes from September 11, 2023, were reviewed and approved.

**OLD BUSINESS: MISSION STATEMENT:** Mission Statement subcommittee member Jacobson stated that the committee met prior to tonight's meeting and there will be a report at the next board meeting.

**NEW BUSINESS:** N/A

**LIBRARY DIRECTOR'S REPORT:** Director Bishop stated that Halloweentown is ramping up, and that so far parking spaces over by the Rec Center and the Cascade

parking lot seemed to be adequate. There were reportedly 20,000 people that came to the parade over the weekend and the library parking lot was in good shape the day after. The library will share a table at the Annual Kiwanis Day Breakers Children's Fair [October 28 from 10:00 am to 4:00 pm at McBride Elementary School] with the Rec Department as well as Columbia County Mental Health and the Northwest Regional Educational School District. We will hand out bookmarks and candy. The library will be present at this year's Columbia County Sheriff's Office Trunk or Treat event [October 29 from 5:00 pm to 8:00 pm at the St. Helens Middle School]. Last year there were approximately 400 participants and this year they are expecting 600. There is a costume dance party scheduled for October 25 from 3:30 pm to 5:30 pm. The library will be closed for Veteran's Day, November 10, the observed holiday, and November 11 for the actual holiday. The absence of janitorial services for the building is nearing a resolution. Kathy Payne and other staff at City Hall have been working hard finding a new service. Having a total of 37,390 visits to the building during the 2,350 hours that we were open in the last fiscal year creates a lot of wear and tear, so it is important to get back to cleaner, safer environment. We are noticing a huge increase in the number of people coming to get COVID tests right now. Library staff will receive training in the use of NARCAN at our October staff meeting. The training will be provided by Suzanne Beaupre from Columbia County Public Health. The Growing Rural Oregon (GRO) initiative is a five-year funding program for small business development. The GRO initiative will give the library \$1,000 per year for as many as three years to help purchase business databases. The library is also creating a small business resource area with the help of the GRO initiative that will include business materials as well as information from the GRO initiative and other community partners. Full-time library staff are cross training in the Makerspace to allow us to start offering some open hours. Director Bishop also had a conversation with someone at Business Oregon about a funding source that might help with future Makerspace staff funding. November 9, 2023, at 6:30 pm there will be a presentation on the history of artwork in Timberline Lodge. The Oregon State Library Board will be meeting here this Friday morning as part of their regular meeting rotation. Between July and September, we had 11,095 users of the building, and 7,739 patrons using library services which includes 3,762 books and audio books borrowed through Libby, and 1,483 logins through Freegal. About 1,100 visits were people using the building for meeting in the hallway, etc., which is in line with our strategic plan to make the Columbia Center a welcoming safe space for people. The statistics are very useful for answering questions from the public.

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

**OTHER BUSINESS:** Member Pettit stated that the Friends of the St. Helens Public Library will have their fall book sale on Friday, October 20, from 10:00 am to 5:00 pm and Saturday from 9:00 am to 2:00 pm. The Garden Club will also have their sale during the Saturday hours. Chair Mann stated that National Novel Writer's Month (NaNoWriMo) will be starting soon and will use the library for individual writing time and the annual Midnight Write event.

**SUMMARIZE ACTION ITEMS:** Chair Mann stated the Mission Statement subcommittee

will continue to meet and report back to the board, Halloweentown is ongoing, Trunk or Treat is scheduled for October 29, the Children's Fair is scheduled for October 28, Director Bishop will continue to draft FAQs, and she will be meeting soon with the new City Council Liaison Russel Hubbard.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, November 13, 2023, at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chair Mann adjourned the meeting at 7:54 p.m.

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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	Dunn	Gaelrun-Maggi	Jacobson	Mann	Martin	Pettit	Salas	Sturdivant	Wiener
07-10-2023	P	P	P	P	P	P	P	P	U
08-14-2023	Canceled								
09-11-2023	P	P	P	P	P	P	P	P	P
10-09-2023	P	U	P	P	P	P	P	P	U
11-13-2023									
12-11-2023									
01-08-2024									
02-12-2024									
03-11-2024									
04-08-2024									
05-13-2024									
06-10-2024									