

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, March 21, 2017**  
Columbia Center Auditorium

**Members Present**

Nancy Herron, Chair  
Barbara Lines  
Mary Ellen Funderburg, Vice-Chair  
Heather Anderson-Bibler  
Leanne Murray  
Amanda Heynemann

**Members Absent**

Melisa Gaelrun-Maggi  
Marsha Caton, Past-Chair

**Guests**

**Councilors in Attendance**

Susan Conn

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:15 p.m. by Chair Nancy Herron.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment.

**PREVIOUS MEETING MINUTES:** Minutes approved as written.

**LIBRARY BOARD ANNUAL REPORT TO THE CITY COUNCIL:** The Library Board is scheduled to present its annual report to the City Council on May 17, 2017. The report needs to be given to Kathy Payne by May 5, 2017. Vice-Chair Funderburg will present the report. Funderburg and Chair Herron will put the report together and bring it to the April Board meeting for the Board to review. Board discussed which accomplishments to highlight, as well as how long the report should be, and what visuals would be most effective in representing the Board to the City Council.

**STRATEGIC PLAN IMPLEMENTATION PLAN WORKING GROUPS:**

- Access to Library Services: Board Members - Heyneman and Caton  
Staff Members - Kolderup and Barbee

This group is examining the feasibility of joining the Passport Program and reviewing the fines and fees structures. Board members will look at neighboring and peer libraries to compare policies.

- Facilities Plan: Board Members - Lines and Funderburg  
Staff Members - Jeffries and Karmartsang

Staff Member Karmartsang, Board Member Lines, and Director Jeffries met with two architects from FFA Architecture and Interiors to discuss potential ways to grow or redesign the Columbia Center to better accommodate the needs of a growing library. They discussed storage needs, meeting room space, and safety issues and concerns. The Facilities Plan group will create and maintain a file of library trends.

- Community Partners: Board Members - Herron and Anderson-Bibler  
Staff Members - Woodruff and Dieter

Staff members Woodruff and Dieter met with Chair Herron and Director Jeffries to discuss working group plans.

- Communications: Board Members - Murray and Gaelrun-Maggi  
Staff Members – Herren-Kenaga and Bean

**VOLUNTEER RECOGNITION:** The annual volunteer banquet will be held on April 10, 2017.

**COUNCILOR’S REPORT:** Councilor Conn advocated for the Library to be included and explicitly mentioned in the City Council’s City Goals. The Library is now named in goals 1, 2, and 3.

**FRIENDS’ REPORT:** N/A

**NEXT MEETING:** The next regularly scheduled meeting will be Tuesday, April 18, 2017 at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

Chair Herron adjourned the meeting at 8:52 p.m.

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Respectfully submitted by:

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Library Board Secretary, Nicole Woodruff

**2016-2017 Library Board Attendance Record**

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

Date	Bates	Caton	Funderburg	Gaelrun-Maggi	Herron	James	Lines	
07/19/16	E	P	P	P	P	P	P	
08/16/16	E	P	P	E	E	P	P	
09/20/16	E	E	P	P	P	P	P	
10/18/2016		P	E	P	P	E	P	
11/15/2016		P	P	P	P	E	P	
12/13/2016	No December Meeting							
01/10/2017		P	P	P	P		P	
01/17/2017		P	P	P	P		P	
Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Lines	Murray	
02/21/2017	P	P	P	E	P	P	P	
Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Heynemann	Lines	Murray
03/21/2017	P	E	P	E	P	P	P	P
04/18/2017								
05/16/2017								
06/20/2017								
Date								
07/18/2017								
08/15/2017								
09/19/2017								
10/17/2017								