

City of St. Helens  
**Library Board**

**Minutes from Tuesday, August 23, 2018**  
St. Helens Public Library

**Members Present**

Mary Ellen Funderburg, Past Chair  
Amanda Heynemann, Vice Chair  
Leanne Murray, Chair  
Heather Anderson-Bibler

**Members Absent**

Melisa Gaelrun-Maggi

**Guests**

Patrick Birkle

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Technician I  
Dan Dieter, Library Board Secretary

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**CALL MEETING TO ORDER:** The meeting was called to order at 7:22 pm by Chair Murray.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** Patrick Birkle introduced himself as a prospective Library Board applicant.

**PREVIOUS MEETING MINUTES:** Minutes approved.

**POSTING FOR LIBRARY BOARD VACANCY:** Three applications have been received. The group discussed a plan to make a determination for the one vacancy that was posted. Kathy Paine will be consulted concerning the posting for two additional positions. The Sub-Committee will contact the applicants for interviews. Director Jeffries encouraged the Sub-committee to interview applicants here at the Library, and meeting spaces can be made available after 7:00pm if necessary. Chair Murray stated that she is available on weekends if that is an option.

**LIBRARY DIRECTOR'S REPORT:** *Facility Improvements:* Director Jeffries stated that the fresh coat of paint on the building exterior has had an overwhelmingly positive response. There is also a plan organized by the Arts and Culture Commission to repaint the outside book drops. Local high school art students will paint the book drops to look like a stack of books. The titles for the book art will be based on the results of a survey that is being conducted. Most of the survey responses are from the Library and City Facebook pages. Exit door and corresponding sidewalk are done. Security system will still need to be tied in. More security cameras will also be added, as well as an extra

monitor near the back door. The sprinkler system will have its 5 year inspection, and some upgrades will be made. Windows in the children's room are also due for some upgrades, allowing them to become emergency safety exits if needed. The hallway is cleaner at the moment. Smokers are going to be approached with the Rules of Conduct to help eliminate any smoking on the property. The new Police Chief will be hosting a monthly meeting here at the Library.

*Conversation Project Programs:* This program consists of hosting Conversation Project speakers here at the Library. The group discussed the list of possible topics and speakers for the upcoming year. In the past, the library has hosted 4 speakers, but this year only three will be scheduled due to timing with other programs. The possible schedule this year would be to host one in November (Higher Education), one in February (Free Country), and one in May (Crime and Punishment). There was a discussion about the cost of hosting a speaker who would have to travel from more than a 100 miles away, as that would require lodging. The topics are chosen based on how popular they might be.

*Scappoose Public Library – Shared Catalog Project:* Director Jeffries spoke with the City Council about the benefits of a shared catalog: 1 – broader access to local citizens; 2 – reduces costs by sharing licenses and cloud hosting; 3 – creates library infrastructure that is scalable, viz., that other libraries can join. This is close to the state of a 'County Wide' library system, which could lead to a system that can be funded as a County system. The Scappoose Library Director has some experience in starting county library systems. Director Jeffries is working on an inter-local agreement between the Scappoose Public Library Special District and the City of St. Helens Public Library. The agreement needs to be completed by November 2018. Other remaining work will consist of software conversion of records within the two systems, which can be worked out after the merge, policy and procedure updates, and migrating to the new web based form of the software.

*Make It – STEM Programs:* Director Jeffries, Councilor Conn and Youth Librarian Kolderup are working with Myronda Schiding at the Northwest Regional Education Service District to develop Science Technology Engineering and Math (STEM) programs. There is a possibility of obtaining funding for pilot program materials and perhaps an intern to help Kolderup with STEM programs. The group discussed the valuable work that Kolderup is doing in the community.

*Program Statistics:* Adult program statistics were presented. Total attendance for all of the participants for programs in the last fiscal year (2017/2018) was 1,703. The group discussed the breakdown of the statistics by program. Youth program statistics consisted of 176 programs on-site with 3,570 attendees and 114 programs off-site with 3,253 attendees, for a total of 290 programs with 6,823 attendees. The group discussed the data and it was explained that the statistics are for total attendance recorded. These statistics do not include circulation statistics, public computer sessions, or the number of participants who do not come into the library (use of hallway,

bathroom, etc.). The group discussed this unrecorded data as well as the unrecorded use of the building's Wi-Fi services that can be accessed in and around the building. The group discussed the possibility of counting overall use of the Columbia Center and using that data to talk about obtaining funding from the State Library or for securing grant funding. The group also discussed using more of the building for program space.

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

**FRIENDS' REPORT:** N/A

**BOARD MEMBER COMMENTS:** The group discussed the Book Club schedule. The group discussed the Friends of the St. Helens Public Library book sale which is usually scheduled in the Fall. This year it will not be scheduled because there simply are not enough books to sell.

**SUMMARIZE ACTION ITEMS:** Chair Murray will check with Member Gaelrun-Maggi about possibly holding Library Board meetings on the second Monday of the month.

**NEXT MEETING:** The next regularly scheduled meeting will be Tuesday, September 18, 2018 at 7:15 p.m. in the Columbia Center Auditorium.

**ADJOURNMENT:** Chair Murray adjourned the meeting at 9:04 p.m.



Respectfully submitted by:

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Library Board Secretary, Dan Dieter

**2018-2019 Library Board Attendance Record**

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

Date	Anderson-Bibler	Funderburg	Gaelrun-Maggi	Heynemann	Murray	VACANT	VACANT	VACANT	VACANT
07-19-2018	<b>CANCELLED</b>								
08-23-2018	P	P	E	P	P				
09-18-2018									
10-16-2018									
11-20-2018									
12-18-2018									
01-15-2019									
02-19-2019									
03-19-2019									
04-16-2019									
05-21-2019									
06-18-2019									