

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, September 18, 2018**  
St. Helens Public Library

**Members Present**

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

**Members Absent**

**Guests**

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Dan Dieter, Library Board Secretary

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**CALL MEETING TO ORDER:** The meeting was called to order at 7:16 pm by Chair Murray.

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

**PREVIOUS MEETING MINUTES:** Minutes approved.

**POSTING FOR LIBRARY BOARD VACANCY:** Three evenings are scheduled, plus one Saturday. Emails are going out to the three candidates. Schedule will indicate that meetings will be at the Armstrong Room, here at the Columbia Center. The group discussed where meetings should be held, and that they should be convenient for everyone. Member Gaelrun-Maggi and Chair Murray will bring back recommendations to the Board meeting on October 16. At that time, recommended candidates will be voted on and Councilor Conn will present those that pass to the City Council. The group discussed conflicts of interest for City employees who might want to participate on the Library Board. It was determined by the City Recorder that this instance does not present a conflict.

**PROPOSED CHANGES TO 2019 LIBRARY BOARD MEETING CALENDAR:** The group discussed changing the regular meeting schedule from every third Tuesday to every second Monday, with the exception of any holidays where the Library would be closed. The group discussed the use of conference telephony or an application that would allow a board member to participate in a meeting without being present. Director Jeffries

said she would check into the options for attending remotely. A motion was made to accept the new meeting dates with any exceptions for holidays and special circumstances. The motion passed unanimously.

**LIBRARY DIRECTOR'S REPORT:** *Facility Improvements:* The new security camera installation is about two-thirds done. These new cameras will expand the range of the current system. The group discussed the placement of new monitors for viewing camera activity, especially at night around the back of the building. The police can't monitor the cameras 'live', however they can access the recorded footage for evidence. The fire suppression system is due to have a five-year test next week. The lighting changes are ongoing.

*Fall Programs for Adults:* The group discussed the upcoming talk *Beyond Voting* by Donna Cohen. The group discussed connecting to Library events through Facebook, and that the Library website has two links for Facebook, one for the Library and one for the City. Director Jeffries described the upcoming talk *Trekking and Teaching in the Himalayas* which is scheduled for October 2. Director Jeffries also described a panel discussion that is scheduled for October 9 that is part of an Architecture of Interment display that is sponsored by the Columbia County Coalition for Human Dignity, which is part of the Rural Organizing Project. The group discussed the Conversation Project choices and their schedule. The first choice *Higher Education* is scheduled for November 8, 2018. The second choice is still being scheduled, and the third choice *Crime and Punishment* will be scheduled in May of 2019. Director Jeffries stated that Barbara Lines is unable to organize the Quarterly Art Shows so there are now new connections being made between the Columbia Arts Guild and the Library to continue this activity. The Guild is putting together a display about the business of being an artist, i.e. marketing, etc. A talk on this subject will be November 1<sup>st</sup> at 7pm.

*Scappoose Public Library – Shared Catalog Project:* Director Jeffries described the interagency agreement that Scappoose Public Library Director Jeff Weiss and Jeffries have been developing. The agreement is scheduled to go before the City Council at their meeting on September 19. After that, the Scappoose Public Library can sign the agreements to allow data extraction from their system. The costs for the extraction are covered by the grant.

*Make It – STEM Programs:* Director Jeffries described the funding that is available as part of a pilot program for "Make-It" programs. This funding is aimed at elementary kids in an afterschool setting. In November, the State Legislature should release funds to allow the hiring of an intern to help with program administration, as well as funds to allow the purchase of technology for program use. Youth Librarian Kolderup will need to submit a budget by October 1, 2018. It is hoped that the funding will help create a curriculum that can be used in other rural communities. The group discussed the role of the Youth Librarian in reaching members of the local community. The group discussed the role of the Library Director in promoting creative outlets for staff.

**COUNCILOR'S REPORT:** Councilor Conn stated that she is now on a county-wide tourism committee. She is interested in seeing tourism data and how it relates to outdoor activities and waterfront activities.

**FRIENDS' REPORT:** N/A

**BOARD MEMBER COMMENTS:** Chair Murray stated that 'Trunk-or-Treat' will be held at the Police Station on October 31, from 5:00 – 8:00pm. Chair Murray also asked that 'Trunk-or-Treat' be added as an agenda item for the next Board meeting.

Member Funderburg gave an update on the Dolly Parton Imagination Library Program. The program will be represented at the Children's Fair on October 27. Children are eligible until their 5th birthday. Donations that support the program are coming from United Way, the Ford Family Foundation and many others. There is also a matching grant from the James and Shirley Rippey Family Foundation. The next step is to work with the businesses on the task force, i.e. Community Action Team (CAT), Headstart, Lion's Club, Rotary, Kiwanis and others to secure more donations for continuing the program. The group discussed the experience of all of the community groups working together.

Member Heynemann gave an update on the progress of the Access Working Group [Board Committee]. They are working on policies for use of the lockers in the Library, as well as what kind of information can be given over the phone when patrons call with questions about their accounts.

**SUMMARIZE ACTION ITEMS:** Chair Murray listed the current action items, namely, to check on remote call-in for board meetings and to schedule meetings with prospective board candidates. There was also a discussion about including board terms in the introduction and orientation of new board members. The orientation should include information about the Library Strategic Plan.

**NEXT MEETING:** The next regularly scheduled meeting will be Tuesday, October 16, 2018 at 7:15 p.m. in the Columbia Center Auditorium.

**ADJOURNMENT:** Chair Murray adjourned the meeting at 8:33 p.m.

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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	P	P	P	P	P				
10-16-2018									
11-13-2018									
12-11-2018									
01-14-2019									
02-11-2019									
03-11-2019									
04-8-2019									
05-13-2019									
06-10-2019									