



# ST HELENS PUBLIC LIBRARY BOARD MEETING

Monday, April 10, 2023, 7:15pm via Zoom (Details below)

---

## AGENDA

### CALL TO ORDER

**VISITOR COMMENTS:** *Limited to three (3) minutes per speaker.*

### APPROVAL OF MINUTES

1. Approve minutes of February 13, 2023
2. Approve minutes of April 3, 2023

### OLD BUSINESS

1. Strategic Plan

### NEW BUSINESS

### LIBRARY DIRECTOR'S REPORT

### COUNCILOR'S REPORT

### OTHER BUSINESS

### SUMMARIZE ACTION ITEMS

### ADJOURNMENT

---

## VIRTUAL MEETING DETAILS

<https://us02web.zoom.us/j/84738119932?pwd=OWRKRGI3ME81dTU4QVEyQTIEZDMrdz09>

Meeting ID: 847 3811 9932

Passcode: 502991

---

The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired, for a digital device to access a virtual meeting, or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting the St Helens Public Library at 503-397-4544.

Be part of the vision and get involved... volunteer for a City Board or Commission! For more information or for an application, go to [www.sthelensoregon.gov](http://www.sthelensoregon.gov) or call 503-366-8217

City of St. Helens  
***Library Board***  
**Minutes from Monday, February 13, 2023**  
St. Helens Public Library via ZOOM

**Members Present**

Rob Dunn, Chair  
Melisa Gaelrun-Maggi  
Jana Mann, Vice Chair  
Lynne Pettit  
Jessica Sturdivant  
Diana Wiener

**Members Absent**

Ellen Jacobson  
Aaron Martin

**Guests**

**Councilors in Attendance**

**Staff Present**

Suzanne Bishop, Library Director  
Dan Dieter, Library Board Secretary

OR

**CALL MEETING TO ORDER:** The meeting was called to order at 7:18 pm by Chair Dunn.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** N/A [Director Bishop wanted the Board to know that the length of time for public comment was changed to 3 minutes per speaker to follow the convention used by other City boards and commissions.]

**PREVIOUS MEETING MINUTES:** Minutes were reviewed and approved.

**OLD BUSINESS: STRATEGIC PLAN UPDATE:** Director Bishop asked the Board to consider who might be able to come to a staff meeting to survey the staff. If anyone was interested, they would be invited to the next staff meeting. Director Bishop shared slides with some of the data from the survey results received so far. The results from the first question, "What two words do you associate with the St. Helens Public Library?" were put into a word cloud indicating the most common answer was 'book', followed by 'community center'. The board discussed the results received so far for the first question. The second question asked if the respondent currently has a library card. 82 percent of

the 77 respondents said yes. Question 3 asked how the respondent uses their library card, with a list of several answer boxes that can be checked. The board discussed the variety of answers, ranging from checking out books, audio books, DVD's to using online services like Libby. The board discussed the responses to question 4, which asked "If you do not have a library card, do you use the library?". Use of the Makerspace was a common response. The board discussed the responses to question 6 which asked, "What would the perfect library be?". The responses ranged from a meeting place, a safe place, a resource center, a playground, a coffee shop, less of a burden on the City budget, and that it would be open 7 days a week. Question 7 asked, "Do you have any suggestions for partnerships (organizations or businesses) with the library?" The responses ranged from trade unions, non-profits, expansion of the cultural pass program, senior center groups, and Portland Community College. Question 8 asked, "Is there anything else you would like us to know about the library?" Responses discussed included having free cards for residents of Warren, having a bigger outdoor space, less "wokeness," doing a better job with social media, and more comfortable spaces. City staff were also surveyed, and their responses were in line with the other online SurveyMonkey responses. Member Gaelrun-Maggi stated that she was surprised by the negative comments. Member Pettit wondered if the respondents know how much library services cost and that the funding is from the City's General Fund. The board discussed the organization and ranking of the stakeholder groups. The plan would be to get responses from the most highly ranked groups first. Education, business, health and social service groups were selected to start with, and the remaining groups will be contacted in the future. Member Sturdivant stated that she has already shared the survey with some homeschool and LGBTQ groups that she is in contact with for their feedback. Chair Dunn stated that he had some contacts with education groups. Member Gaelrun-Maggi stated that she had already contacted the Main Street Alliance, the Arts Guild, and the Health Coalition. Chair Dunn and Member Jacobson are assigned to contact Columbia County Mental Health. Member Jacobson will meet with the Food Bank. The board discussed dropping off the flyer with the QR code at places like the Food Bank so that they can distribute them. Chair Dunn stated that he could email the link to them as well. Member Wiener asked about contacting Merchants in Action, as Member Gaelrun-Maggi has already contacted the Main Street Alliance. Member Wiener asked about contacting local theater and performance groups. Member Gaelrun-Maggi stated that she would reach out to the Shoestring Players. Director Bishop stated that she would reach out to the city management team with information about responding to the survey and ask Government Affairs and Project Support Specialist Rachael Barry to contact the Rotary Club. Director Bishop and Makerspace Technician Allen Hansen will contact the Portland Community College Oregon Manufacturing Innovation Center (PCC-OMIC). Member Gaelrun-Maggi will contact the Hispanic-Latinx community, Member Sturdivant will contact the Native American community, and Director Bishop will work with Recreation Director Shanna Duggan about survey distribution at their programs. Director Bishop asked if any board members would be available to meet with library staff as a stakeholder group. Chair Dunn stated that he would check his schedule for availability. Member Wiener stated that she would contact the local media. The board discussed the timing of compiling the results in time for the April deadline. Creating a committee to compile the results and draft the plan might be the best option.

The plan would need to be approved by the board before submission to the City Council for their approval.

**NEW BUSINESS:** N/A

**LIBRARY DIRECTOR'S REPORT:** Director Bishop stated that the recent semi-annual report that was presented to the City Council was well received. She has been able to meet with all the City Councilors individually to talk about library programs, etc., except Councilor Chilton which is scheduled soon. The library will be closed on February 20 for the holiday. The Chamber of Commerce "Commerce and Coffee" event was held in the Makerspace on January 13. There is a plan to have similar meetings in the Makerspace for similar groups, such as the business group Growing Rural Oregon (GRO). We are continuing to look for grant programs to fund the Makerspace Technician position including grass roots support. City staff are still working on getting the remanufactured egress windows back and installed. Thanks again to the Friends for paying for those. Youth Librarian Keeney held the first LEGO day, and it was well attended. The next one will be held on February 22. Director Bishop has been having conversations with Todd Jacobson at Columbia County Mental Health (CCMH) about how to make it possible for their clients to use library services. CCMH would have to be responsible for the returning items and any costs associated with lost or damaged items. Member Wiener thanked Director Bishop for having this conversation and would be happy to help. Member Sturdivant asked if we had considered putting a free library stand in the front of their facility to support this. Director Bishop stated that we are continuing the work on a Land Acknowledgement statement, and the former City Council member Doug Morton has had some experience with this and has offered to assist. We don't want this to be just performative, we will engage the Native American community with such things as programming. Member Jacobson will also be working on this. Member Sturdivant asked if Youth Librarian Keeney could do something for youth programming in this area.

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

**DISCUSSION ITEMS:** N/A

**SUMMARIZE ACTION ITEMS:** Work on survey tasks.

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

**ADJOURNMENT:** Chair Dunn adjourned the meeting at 8:25 pm.

✍

Respectfully submitted by:

---

Library Board Secretary, Dan Dieter

**2021-2022 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									
04-10-2023									
05-08-2023									
06-12-2023									

City of St. Helens  
***Special Meeting - Library Board***

**Minutes from Monday, April 3, 2023**  
St. Helens Public Library via ZOOM

**Members Present**

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

**Members Absent**

Lynne Pettit  
Diana Wiener

**Guests**

**Councilors in Attendance**

Patrick Birkle

**Staff Present**

Suzanne Bishop, Library Director  
Dan Dieter, Library Board Secretary

OR

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

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

**OLD BUSINESS: STRATEGIC PLAN UPDATE:** Director Bishop suggested that the board establish a subcommittee for the purpose of creating a strategic plan that can be reviewed by the full board for approval and set a timeline for finishing the plan. The timeline would include the subcommittee bringing a draft plan to the full board at the May board meeting, followed by bringing a final plan to the full board at the June board meeting. If approved by the full board, the plan would then be submitted to the City Council at their June meeting. Director Bishop presented a brief overview of the updated strategic plan survey results. The board discussed the information and Member Jacobson asked about the information from the stakeholder interviews. Director Bishop stated that she would combine the information into one document and email that to board members. Chair Dunn made a motion to create a Strategic Plan subcommittee for this purpose, and the vote was unanimously affirmative. Chair Dunn asked if any board members wanted

to be on the subcommittee and Member Jacobson, Member Sturdivant and Member Martin volunteered. Director Bishop also noted that Member Pettit and Member Sturdivant will be meeting with a prospective board member applicant in the next week or two, and also that City Recorder Kathy Payne asked her to remind the board members to RSVP to her for the Annual Appreciation Reception for City Boards and Commissions, which is planned for April 20.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, April 10, 2023, at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chair Dunn adjourned the meeting at 7:35 pm.

✂

Respectfully submitted by:

\_\_\_\_\_  
Library Board Secretary, Dan Dieter

DRAFT

## 2022-2023 Library Board Attendance Record

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

Date	Davis	Dunn	Gaelrun-Maggi	Jacobson	Mann	Martin	Petit	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									
05-08-2023									
06-12-2023									