

City of St. Helens
Library Board

Minutes from Monday, January 18, 2022
St. Helens Public Library via ZOOM

Members Present

Becky Bean
Dan Davis, Chair
Rob Dunn, Vice Chair
Melisa Gaelrun-Maggi, Past Chair
Amanda Heynemann
Jana Mann
Jessica Sturdivant

Members Absent

Diana Wiener

Guests

Colleen Ohler

Councilors in Attendance

Stephen Topaz

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:21pm by Chair Davis.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

LIBRARY DIRECTOR'S REPORT: STRATEGIC PLANNING (SWOC) PROCESS REVIEW: Director Jeffries asked Board members to follow up with the Strengths, Weaknesses, Opportunities and Challenges (SWOC) priority identification so that the process can be completed, and the information can be ready for the new Library Director. Director Jeffries also asked the Board to consider not meeting in February to give the new Director an opportunity to get oriented. NEW LIBRARY DIRECTOR INTERVIEW PROCESS REVIEW: The City decided to not have the 'meet and greet' for Director candidates which was originally planned. Interviews are now scheduled for this Friday, January 21. There will be two panels for the interviews. One panel will be composed Library staff and Library Board Members. Among this group are Director Margaret Jeffries, Youth Librarian Gretchen Kolderup, Reference Librarian Brenda Herren-Kenaga, Library Board Chair Dan Davis and Past Chair Melisa Gaelrun-Maggi. The second panel will be composed of City

staff and community members. Among this group are City Administrator John Walsh, Parks and Recreation Manager Shanna Duggan, Government Affairs Specialist Rachael Barry, City Councilor Stephen Topaz, as well as a member of the Friends of the St Helens Public Library. Members of the School District were not available. Panel participants will score interviewees and the top candidates will be brought back for a second round of interviews with the City Council. This second round is scheduled for February 11. The Council will deliberate in a special session that is not open to the public, and an announcement will be made at the next Council meeting which is scheduled for February 16. All of the panel members have been instructed to keep all candidate names and details strictly confidential, even after the process is over. There were 46 candidates total, and this group was narrowed down to 8 for interviews. A set of interview questions were determined in advance, with each panel having a particular set to ask. Director Jeffries stated that during recent interviews for Library Assistants, it was the process to write down as much as possible during the interview so that there was information to refer to later. Councilor Topaz stated that it is difficult to follow the one question per interview panelist method. Director Jeffries stated that interviewers are allowed to ask follow up questions, especially open ended questions like "tell me more about ...". The group discussed interview techniques and strategies. Chair Davis asked when we could expect a new Director to start. Director Jeffries stated that once the top candidate is chosen, a call will be made to ask for acceptance, then background and reference checks will be performed, and the City has a service for that. This might take a week to a week and a half. The group discussed the process and the possibility of a candidate withdrawing from the selection process even after the interview. Director Jeffries stated that Youth Librarian Kolderup will act as the Interim Director, and they have been communicating on the details of the transition. Director Jeffries stated that Covid-19 has made all of this more challenging. Chair Davis asked if Director Jeffries could stay longer. Director Jeffries stated that the answer is no, but that she would be back on February 2 for a Council work session when her service to the City will be acknowledged. Director Jeffries wanted to thank all of the board members and stated that she has enjoyed working with everyone.

CITY COUNCILOR'S REPORT: Councilor Topaz stated that the recent survey conducted by the City indicated that the Library was rated very well, and this shows that the Library is important to the community.

BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS: Past Chair Gaelrun-Maggi reminded the Board of the upcoming Book Club meeting, which will be held via Zoom this Thursday night at 7:00 pm. The group discussed using the public computers in the Library if anyone wanted to participate but didn't have access to a computer or device to attend via Zoom. Director Jeffries stated that Library Assistant Johnson has been assigned to be the staff liaison for the Book Club. After the discussion, it was agreed that notice would be given to participants that because of the current Covid-19 surge, this month Book Club meeting would be held online only. The group agreed to skip the Board meeting in February which makes March 14 the next regular board meeting.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Colleen Ohler entered the

meeting after the call for public comment, but the group asked if she wanted to make a comment before the close of the meeting. Ms. Ohler stated that she was interested in running for a public office and wanted to see what the meetings were like and wanted to get a sense of community.

SUMMARIZE ACTION ITEMS: Chair Davis identified the following item: board members who have not already voted for their two priorities from the SWOC list, are asked to do that now so the analysis can be completed prior to our next meeting.

NEXT MEETING: The next regularly scheduled meeting will be Monday, March 14, 2022 at 7:15 p.m. via Zoom.

ADJOURNMENT: Chair Davis adjourned the meeting at 8:14 pm.

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Respectfully submitted by:

Library Board Secretary, Dan Dieter

2021-2022 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Davis	Dunn	Gaelrun-Maggi	Heynemann	Mann	Sturdivant	Wiener	VACANT
07-12-2021	P	E	P	P	P	P	P	E	
08-9-2021	P	P	P	P	P	P	P	E	
09-13-2021	E	P	P	P	E	P	P	P	
10-11-2021	P	E	P	P	P	P	E	E	
11-8-2021	E	P	P	E	E	P	P	P	
12-13-2021	E	P	P	E	P	P	P	P	
01-18-2022	P	P	P	P	P	P	P	E	
02-15-2022	CANCELLED								
03-14-2022									
04-11-2022									
05-9-2022									
06-13-2022									