

City of St. Helens  
***Library Board***  
**Minutes from Monday, February 24, 2021**  
St. Helens Public Library via ZOOM

**Members Present**

Dan Davis  
Melisa Gaelrun-Maggi, Chair  
Amanda Heynemann, Past Chair  
Margie Stanko, Vice Chair

**Members Absent**

Becky Bean  
Lisa Beardslee

**Guests**

**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 7:18 pm by Chair Gaelrun-Maggi.

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

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

**LIBRARY BOARD VACANCY:** Director Jeffries stated that as of this date, no applications have been received. The group discussed the need to ask friends, etc., to find potential candidates. The information was posted in the local papers as well as Facebook. The group discussed the possibility of posting the information again later in the year because community members might be hesitant with the pandemic still making an impact.

**LIBRARY CARD POLICIES FOR RESIDENT CARDS:** The group discussed the renewal period for residential cards. In keeping with current conventions, the staff suggested making the renewal period two years instead of one year. The group discussed the convenience to residential patrons, and the potential for a patron to move and become a non-resident and not get charged the non-resident fee in a timely manner. The group discussed the need to check our policies and ordinances to make

sure there isn't any language stating that all cards are to renew on a yearly basis. Councilor Topaz asked what percentage of patrons would this impact? The group discussed all of the card types, renewal dates, and concluded that the two-year renewal for resident cards would be acceptable.

**CONTINUED DISCUSSION OF REVISIONS TO THE LIBRARY MUNICIPAL CODE:** The group discussed the changes suggested, including updates to Section 2.28.070 Officers and 2.28.080 Duties and Powers. These changes would reflect current practices. It was also suggested that Section 2.28.080 be retitled Responsibilities. The City Council will be asked to accept the suggested once we have completed our review of the other sections of the code.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries stated that Youth Librarian Gretchen Kolderup was a co-winner of the City's Employee of the Year award. Youth Librarian Kolderup has been ordering materials to finish the Makerspace. The Makerspace is now fully outfitted with tables and chairs, and a number of new machines, including a 3D printer. Director Jeffries asked all members to make sure they submitted an acknowledgment to the City that they have read the current Ethics Statement. The Oregon Library Association has asked that library workers be included in Phase 1B, as the Governor has not specifically addressed libraries in the current plan. The Scappoose Public Library has applied for an American Library Association grant to assist in offering a county-wide Columbia County Reads program this fall. The title under consideration is available for different reading levels. The group discussed when and how to offer computer appointments. Director Jeffries stated that the City had noticed that the Library building's water usage was extraordinarily high and after an investigation it was determined that there is a leak underground in the front of the building. The City will begin repairs immediately. Director Jeffries also stated that she is working on updating the Library Assistant's job description.

**CITY COUNCILOR'S REPORT:** Councilor Topaz stated that job descriptions were recently rewritten. Also, the work between the Rec Center and the Youth Librarian has been well received.

**BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:**

**SUMMARIZE ACTION ITEMS:** N/A

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, March 8, 2021 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chari Gaelrun-Maggi adjourned the meeting at 8:30 pm.

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Respectfully submitted by:

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Library Board Secretary, Dan Dieter

## 2020-2021 Library Board Attendance Record

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

| Date       | Bean              | Beardslee | Birke | Davis | Gaelrun-Maggi | Heynemann | Stanko | VACANT | VACANT |
|------------|-------------------|-----------|-------|-------|---------------|-----------|--------|--------|--------|
| 07-10-2020 | Meeting Cancelled |           |       |       |               |           |        |        |        |
| 08-10-2020 | P                 | P         | P     | E     | P             | P         | E      |        |        |
| 09-14-2020 | P                 | E         | E     | P     | P             | P         | E      |        |        |
| 10-12-2020 | P                 | P         | P     | P     | P             | E         | P      |        |        |
| 11-9-2020  | P                 | E         | P     | P     | P             | P         | P      |        |        |
| 12-14-2020 | P                 | P         | P     | P     | E             | P         | E      |        |        |
| 01-11-2021 | Meeting Cancelled |           |       |       |               |           |        |        |        |
| 02-24-2021 | E                 | E         | -     | P     | P             | P         | P      |        |        |
| 03-08-2021 |                   |           |       |       |               |           |        |        |        |
| 04-12-2021 |                   |           |       |       |               |           |        |        |        |
| 05-10-2021 |                   |           |       |       |               |           |        |        |        |
| 06-14-2021 |                   |           |       |       |               |           |        |        |        |