

City of St. Helens  
***Library Board***  
**Minutes from Monday, December 14, 2020**  
St. Helens Public Library via ZOOM

**Members Present**

Becky Bean  
Lisa Beardslee  
Patrick Birkle  
Dan Davis  
Amanda Heynemann, Past Chair

**Members Absent**

Melisa Gaelrun-Maggi, Chair  
Margie Stanko, Vice Chair

**Guests**

**Councilors in Attendance**

Stephen Topaz

**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 7:16pm by Past Chair Heynemann.

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

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

**REVIEW INTERVIEW QUESTIONS FOR PROSPECTIVE LIBRARY BOARD MEMBERS:** The group discussed the interview questions that were reviewed by Member Stanko. The group decided that the questions were fine but wanted to add an additional note to question 14, where it was felt that the interviewee should be asked if they had read the three statements that were added to the Library's website. The three statements are the Library Bill of Rights, the Freedom to Read and the Freedom to View Statements. Members wanted to be able to ask interviewees if they had read the statements to confirm their understanding of library core principles. Prospective Library Board members will be given the opportunity to read the statements prior to the interview. Member Bean noted that the questions were written as open ended questions, instead of 'yes / no' questions, which will hopefully lead to more dialogue in the interview. The group discussed the timing of the ad placement and the possibility

of using Zoom to conduct interviews. Director Jeffries will tell the social media team when to start putting out similar information.

**CONTINUED DISCUSSION OF REVISIONS TO THE LIBRARY MUNICIPAL CODE – GIFTS AND BEQUESTS:**

The group discussed the Library Municipal Code, specifically the section that describes gifts and bequests. The group discussed the language in the code that describes solicitation of gifts and specifically how gifts benefit the Library as compared to the City. Examples discussed included gifts to the Library that might be placed on Library property, which might create maintenance of the item for the City. Member Davis asked about removing that section all together. Director Jeffries stated that she would talk to City Administrator Walsh about the Library's Municipal Code and how it is different than the codes for other boards and commissions. Councilor Topaz asked if there would be a legal review of the code. Director Jeffries stated that that would happen after changes are made. Member Davis asked if there was a reason for that specific language to be in the code. The group discussed the efficacy of having the Library Department and the Library Board described in the same code.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries stated that Northwest STEM Hub awarded the Library a \$5,000 sustaining grant to expand its hands-on educational programs. A scope document is being developed to detail how the funds will be utilized. This grant also requires a master services agreement between the City and the Northwest STEM Hub. We have received the money and the agreement will be before the City Council at their next meeting. Director Jeffries stated that she recently completed a required OSHA form that details our Covid-19 infection control plan. Staff are familiar with the plans and changes made will reduce our risk exposure, for example, using a cart to hold checked out items for patrons to pick up, thus reducing face-to-face experiences.

**CITY COUNCILOR'S REPORT:** Councilor Topaz stated that two new councilors are coming on as well as a new director of facilities. This might lead to new Councilor assignments. There is new carpet and plaster in the upstairs of the City offices.

**BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:** Member Birkle commended library staff on how they were working with patrons during a recent visit. Director Jeffries stated that patrons have expressed appreciation for Library Assistants and their assistance with choosing books to read. Past Chair Heynemann wanted to thank Member Birkle for being on the Board. The group congratulated Member Birkle on being elected to the City Council.

**SUMMARIZE ACTION ITEMS:** N/A

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, January 11, 2021 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Past Chair Heynemann adjourned the meeting at 9:00 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	Birkle	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									
02-08-2021									
03-08-2021									
04-12-2021									
05-10-2021									
06-14-2021									