

# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, November 18, 2024 at 7:15 PM  
Virtually over Zoom

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## APPROVED MINUTES

### Members Present

Chair Aaron Martin  
Member Ellen Jacobson  
Member Robert Dunn  
Member Jana Mann  
Member Lynne Pettit  
Vice-Chair Fatima Salas

### Members Absent

Member Jay Echternach  
Member Colleen Ohler  
Member Diana Wiener

### Councilors in Attendance

Councilor Russell Hubbard

### Visitors

None

### Staff Present

Library Director Suzanne Bishop  
Library Board Secretary Dan Dieter

## CALL TO ORDER

Meeting was called to order at 7:16 pm by Chair Martin.

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

No visitor comments.

## APPROVAL OF MINUTES

1. Minutes from regular board meeting, October 14, 2024, were reviewed.

Motion: Upon Member Pettit's motion and Member Dunn's second, the Library Board unanimously approved the minutes dated October 14, 2024. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Salas; Nays: none]

## OLD BUSINESS

5. BYLAWS 2024: Director Bishop described a portion of the draft bylaws document that might need to be reworded based on a newer City Resolution (1648) that describes the ability of a board member to renew their term after it has expired. Member Pettit stated that she discovered this updated language after a conversation with City Recorder Kathy Paine. The board decided to review the language change and review the draft bylaws at the next board meeting.

## NEW BUSINESS

None

## **LIBRARY DIRECTOR'S REPORT**

Director Bishop stated that because of the recent incident at the high school, Councilor Sundeen asked about how the library, recreation and other city departments might handle a similar situation. All members of library staff are mandatory reporters for child abuse and neglect and library staff always use these precautions when working with the public, e.g. making sure there are at least two staff present any time there is an interaction with adult and / or child community members. Coincidentally, the staff will be updating their mandatory reporting training this week. The Makerspace held an open house on October 24, and the turn-out was great. Makerspace Librarian Wiersma is making real progress in getting people certified on the different equipment. There are also many people who are interested in volunteering in the Makerspace. There are still ongoing conversations about how to gain access to the extra space next to the Makerspace for expansion. The extra space is rented by the Columbia Learning Foundation to cover their building operation costs. The foundation and city councilors are in discussions about whether the city can fund a lease for the space. Storytimes and youth programs have become very popular. Youth Librarian Wiersma will start presenting the toddler storytimes in the auditorium because the current space has become too crowded. To encourage an increase in the number of our teen patrons, we are designating the young adult area as a teen-only space during the afternoons. Peak Electric has replaced some ballasts and some broken can lights, several of which are security lights that stay on all the time. Our sprinkler and alarm systems just passed the annual inspection. We have seen an uptick in homeless folks hanging out in the library and the hallway. We are working with Community Action Team (CAT) and Columbia County Mental Health (CCMH) to help them access support for people who find themselves in need. We have secured our State Library of Oregon grant of \$2,247 for next years Summer Library Challenge materials and supplies. We are planning to have several home-grown summer programs next year, some will make use of the Makerspace, and some will utilize volunteers. During Halloween, we participated in the Trunk-or-Treat program, the Kiwanis Children's Fair, and the Kiwanis Daybreakers. Holiday closures include November 28, 29, and 30 for Thanksgiving, and December 24 and 25 for Christmas.

## **COUNCILOR'S REPORT**

Councilor Hubbard stated that the City is entering a transition time, so things are very active in the City. The idea of renting the space that will soon be vacated for the purpose of expanding the Makerspace is a great idea, but there is a question about the cost. Perhaps the board can endorse a presentation, a "sales pitch" that highlights the benefits of the Makerspace to the community. A presentation that Councilor Hubbard could then give to the City Council at some future Council meeting.

## **OTHER BUSINESS**

Not at this time.

## **SUMMARIZE ACTION ITEMS**

Chair Martin stated that the bylaws document can be updated with the new information and to go out in the packet for the next board meeting. Also, as suggested by Councilor Hubbard, Director Bishop will work with the board to create a presentation, a "sales pitch" highlighting the benefits of Makerspace that can be presented to the City Council.

**ADJOURNMENT**

Chair Martin adjourned the meeting at 7:50 p.m.

Respectfully submitted by,  
Dan Dieter  
Library Board Secretary