

City of St. Helens  
***Library Board***  
**Minutes from Monday, August 9, 2021**  
St. Helens Public Library via ZOOM

**Members Present**

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

**Members Absent**

Diana Wiener

**Guests**

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Dan Dieter, Library Board Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:17 pm by Chair Davis.

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

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

**ELECT NEW VICE CHAIR:** Director Jeffries described the four-year term and the process for members who wanted to serve as officers. Any member wanting to volunteer to become the next Vice-Chair would then become the Chair at the beginning of the next board term. The year after that, they would become the Past-Chair. Chair Davis asked if anyone would be interested in volunteering and Member Dunn said he would consider it if he could get more detail about the expectations of that position. Member Heynemann stated that presenting the Annual Report to the City Council was the most challenging element of the Chair's role. Director Jeffries stated that the year that the Strategic Plan was created, the role of the chair was busier than usual. Member Dunn nominated himself to fill the role. A motion was made and seconded to accept his nomination.

**CITY CODE OF ETHICS:** Rachael Barry, Government Affairs and Project Support

Specialist gave a presentation of the City's Code of Ethics. The presentation highlighted several key ideas: trust is the most important part of a code of ethics; look to make decisions that are best for the community; policies apply to everyone; avoid accepting gifts, but never accept gifts with a value more than fifty dollars; do not use public resources for personal use; avoid conflicts of interest, and declare those issues when there's a potential for conflicts of interest; be objective; be transparent; and treat people with respect and know when to agree to disagree (agreeably). Rachael Barry stated that she is available for questions. The group discussed the acknowledgement form that needs to be signed and returned to the City.

**CONTINUE DISCUSSION ABOUT POSSIBLE LIBRARY BOARD ACTIVITIES IN THE COMING YEAR:**

Director Jeffries stated that it was important to revisit the prior agenda items to give absent members a chance to join the discussion. **TOUR A MAKERSPACE:** The group discussed the idea of touring a Multnomah County Library makerspace, and it was decided that we should wait until it is fully open. **UPDATE THE LIBRARY MISSION STATEMENT:** The group discussed the desire to potentially update the Library's mission statement. There was a suggestion to look at other libraries for ideas and bring back information for the full board. Member Bean would like to participate in this process. Rachael Barry also stated that she would like to participate, and that reviewing the Mission would be a great introduction to working on the Strategic Plan. Director Jeffries suggested that the Board begin work in October. **PARTICIPATE IN THE MAKERSPACE RIBBON CUTTING AND OPEN HOUSE:** The group discussed the Makerspace opening in October. There is an expectation that this event will be well attended. **RE-LAUNCH OF THE BOOK CLUB:** The group discussed the next Book Club meeting that is scheduled for August 31. Information is being handed out to patrons now and will also be handed out during the Friends' book sale. The event will occur on the third Thursday of the month, and the topics were discussed: in November it will be "Food", in January it will be "Japan" and in March it will be "Retelling of Fairytales" **TRUNK OR TREAT:** Director Jeffries stated that it is still unknown what the event will look like this year. Director Jeffries asked for a volunteer to organize the activity, and Past-Chair Gaelrun-Maggi stated she would do it. **NATIONAL NOVEL WRITING MONTH – NOVEMBER:** The group discussed the activity and how the St Helens community has participated in the past. Member Bean stated that with her current work schedule, she would need assistance, and Member Mann volunteered. Member Bean will contact the national organization to determine if someone else can be the designated Municipal Liaison. **UPDATE THE STRATEGIC PLAN IN 2022:** Director Jeffries gave some background on the last plan. The group discussed the idea of using a broader approach with more people involved – get more voices. In the last plan, the participants didn't see the same issues as the Library staff. Director Jeffries would like to hear any ideas from board members about what the Library should be doing, how the Library fits into the community. Chair Davis asked when the board should plan on this. It was discussed that perhaps the Mission and Vision should be worked on first and then the Strategic Plan. Member Bean stated that reforming the Mission would be a good place to start to have those conversations with the community. Chair Davis asked if there was anything we should know about the old Strategic Plan. Director Jeffries stated that the plan didn't include some things that were worked on, specifically the Makerspace as well as

combining of Catalog with Scappoose. OTHER IDEAS?: Director Jeffries stated that if anyone had any other ideas to let her know.

**LIBRARY DIRECTOR'S REPORT:** FALL EVENTS: Director Jeffries stated that a few activities are scheduled at the Library, specifically the Genealogy Conference in September, the Makerspace Open House in October and this year's Columbia County Reads program. LIBRARY ASSISTANT POSITION: Director Jeffries stated that the interviews are in process and that an offer has been made to one of the candidates and we are waiting for the background check. UPDATE ON GRANTS: Director Jeffries stated that the Library received about a third of the American Rescue Plan Act (ARPA) funds that were applied for, a total of \$5,390. The funds will pay for a variety of things, including software for the Genealogy Conference and new picnic tables for the courtyard. FUTURE MEETINGS IN PERSON: Director Jeffries stated that we will probably continue to meet via Zoom until the current environment improves.

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

**BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:** Member Heynemann asked if the Library was going to operate as a cooling center again. Director Jeffries stated that after the last heat wave, the City has planned a 'debriefing' that will allow all of the City departments to meet and discuss how the City can better prepare for the next one.

**SUMMARIZE ACTION ITEMS:**

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, September 13, 2021 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chair Davis adjourned the meeting at 8:47 pm.

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Respectfully submitted by:

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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		
09-13-2021									
10-11-2021									
11-8-2021									
12-13-2021									
01-10-2022									
02-14-2022									
03-14-2022									
04-11-2022									
05-9-2022									
06-13-2022									