

# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, May 13, 2024 at 7:15 PM  
Virtually over Zoom

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## APPROVED MINUTES

### Members Present

Chair Jana Mann  
Vice Chair Aaron Martin  
Member Robert Dunn  
Member Ellen Jacobson  
Member Lynne Pettit  
Member Fatima Salas  
Member Jessica Sturdivant  
Member Diana Wiener

### Members Absent

Member Colleen Ohler

### Councilors in Attendance

Russell Hubbard

### Visitors

None

### Staff Present

Library Director Suzanne Bishop  
Library Board Secretary Dan Dieter

### CALL TO ORDER

Meeting was called to order at 7:18 pm by Chair Mann.

### VISITORS COMMENTS

No visitors.

### APPROVAL OF MINUTES

1. Minutes from April 12, 2024, were reviewed.

Motion: Upon Vice Chair Martin's motion and Member Dunn's second, the Library Board unanimously approved the minutes dated April 12, 2024. [Yeas: Chair Mann, Vice Chair Martin, Member Dunn, Member Jacobson, Member Pettit, Member Salas, Member Sturdivant, Member Wiener; Nays: none]

### OLD BUSINESS

2. BOARD MEMBER APPLICATION PROCESS: Director Bishop stated that she talked to City Recorder Kathy Payne to answer questions about the guidelines for board member appointment. Members wishing to continue for another term will inform the City Recorder, but they do not need to submit a new application. New member Ohler will be taking the vacated seat. Member Sturdivant will be leaving as of June 30, so we will need to recruit for that position. When we advertise for that seat, we have to set a finite date and then we can state that it is open until filled. We do have to choose a date for review. We do need to interview everyone who applies within that period. Member Sturdivant asked about boundaries for eligibility. As a Warren resident, she wanted to confirm what the boundaries are before talking to other potential future board members. Director Bishop also stated that we need to create a subcommittee for interviewing any new candidates. Members Martin, Wiener and Salas volunteered.

**NEW BUSINESS**

Chair Mann stated that the National Novel Writer's Month (NaNoWriMo) is likely not to continue. There have been some liability issues that have led to mandated changes that will make it more difficult to register. Chair Mann stated that there are some other replacement ideas that are being explored.

**LIBRARY DIRECTOR'S REPORT**

Director Bishop stated that the Budget Committee passed and sent to City Council a final amended budget. It will be before the City Council for hearing and adoption on June 5, 2024. The library budget was untouched, and that includes keeping the Youth Librarian position at full time. The City is in a tough position, but her observation was that the Budget Committee understands and supports the library and our mission and what we do for the community. The Youth Librarian job description was approved, so the position will be for 60% Youth Librarian and 40% Makerspace Lead. The Youth Librarian duties will include traditional storytimes, a teen program, STEAM (Science, Technology, Engineering, Arts and Mathematics) programs. The Makerspace Lead duties will include direct programming as well as coordinating and collaborating with partners, teachers, instructors and experts. The position will be initially posted for three weeks. Our small business and entrepreneur resource corner will have a ribbon cutting ceremony Thursday, May 16. If any board members are interested, come by at 3:00 pm and join the local elected officials and community leaders that have been invited. On June 5, the library board will present the annual report to the City Council. Traditionally presented by board members, it is scheduled during the work session that begins at 2:00 pm. Member Wiener stated that she could be there, and Member Jacobson stated that she might be able to. We have more information on the solar panel micro grid. It is likely the largest grid could potentially power the entire building. The proposal to the Oregon Department of Energy will be approved sometime this summer, then construction would start in the fall with a completion date of early next year. We would like to reach out to the neighbors in some way to give them information about what's coming. The library will be closed on May 27 for Memorial Day. The Summer Library Challenge starts on June 17 this year. The eight-week challenge will have many activities and weekly programs, such as a petting zoo. We can use extra help managing some of these programs, so if any of you are interested in volunteering, just let me know. The next Adults and Crafts program will focus on making miniature pocketbooks. The next book for the book club will be *AnimTal Vegetable Miracle* by Barbara Kingsolver. Member Wiener asked if the 13 Nights moving to McCormick Park would create additional issues for the library. Director Bishop stated that the City is providing overflow parking behind the Rec Center building. Councilor Hubbard stated that there will also be additional portable bathrooms for event participants. Also noted is that there are only four nights scheduled because the tourism vendor contract will expire at the end of June. Councilor Hubbard also reminded board members that Citizen's Day in the Park will also be held in McCormick Park on June 22 (11:00 am to 2:00 pm), and if you can contact Deputy City Recorder Lisa Scholl to volunteer in some way that would be great.

**COUNCILOR'S REPORT**

Councilor Hubbard stated that he might not be able to make the 3:00 pm ribbon cutting as he has a prior engagement. He would also like to propose some other locations and interesting ideas for the solar array planning but will wait until the public comment period. He is also working on bringing in a new employer for the Cascade paper machines. The new employer will likely bring 50 people back right away and maybe 150 total when it becomes fully operational. Director Bishop asked if there was information about moving the July 4th celebration to McCormick Park as well? Councilor Hubbard stated that there is a plan to move the event because of the construction downtown. Being held in

McCormick Park would mean no fireworks, but the company that is contracted to do that work will save the down payment for the next year. All that construction will be ongoing for quite a while, so some things have moved, like the utility payment box that is now at the library.

### **OTHER BUSINESS**

The next regularly scheduled meeting will be Monday, June 10, 2024, at 7:15 p.m. via Zoom.

### **SUMMARIZE ACTION ITEMS**

Chair Mann stated that we have the subcommittee for any new candidate interviews, there are opportunities for board members to volunteer this summer, Councilor Hubbard encouraged board members to participate in the Citizens Day in the Park on June 22.

### **ADJOURNMENT**

Chair Mann adjourned the meeting at 7:58 p.m.

Respectfully submitted by,  
Dan Dieter  
Library Board Secretary