

City of St. Helens
Library Board
Minutes from Monday, June 8, 2020
St. Helens Public Library via ZOOM

Members Present

Becky Bean
Patrick Birkle
Dan Davis
Melisa Gaelrun-Maggi, Vice Chair
Amanda Heynemann, Chair
Margie Stanko

Members Absent

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 7:15pm by Chair Heynemann.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

LIBRARY DIRECTOR'S REPORT: Library Remodeling: Director Jeffries asked Library Assistant Dan Dieter to explain the current process for using the Armstrong Room. Library Assistant Dieter talked about how Library staff are taking calls, emails and online requests for materials to be put on hold, and how the Armstrong Room is being used as a circulation desk. During curbside pickup hours, patrons come to the window in the Armstrong Room that faces the porch to retrieve their materials. Having one of the workstations and a phone in that room allows staff to communicate with patrons as well as other staff. The current process allows staff to confirm holds for patrons, check items out and then wrap items in plastic, that way when a patron arrives, they can get their materials and leave, lessening the amount of contact time. Items being returned are being directed to the outdoor drop box and after they are being pulled, are kept in quarantine for three days before being checked in. Director

Jeffries shared photos of the shelves by the front doors that are holding 'New' books for display. Library Technician Woodruff has created a code for 'New' books that will allow patrons to search in the Online Public Access Catalog (OPAC) for anything with that code. A video will also be made available for patrons to help them learn how to do this. This will be a useful alternative for patrons who used to come into the Library and browse the 'New' bookshelves.

Library Reopening and Staffing: Director Jeffries stated that reopening will likely occur in a process similar to curbside services, a little at a time. There are many questions that remain about how to open the Library and make it safe for patrons to enter.

State Librarian's Guidance on Reopening: Director Jeffries shared the letter from Governor Kate Brown that listed specific guidance for libraries. The guidance covers physical distancing measures, signage, cleaning, collection handling, programming, face coverings, as well as other recommendations. Director Jeffries explained the process for getting masks, hand sanitizer, etc., and how some of these necessary items are difficult to acquire. Director Jeffries also stated that there will be a meeting tomorrow to discuss new janitorial service contracts. There is a possibility that Library Staff will be required to perform some of the cleaning. We are currently quarantining returned items for the required 72 hours. Director Jeffries also talked about the questions that remain for to how to make the public computers available, i.e., partitioning the computers to increase social distancing, sanitizing the surfaces after each use, and making appointments and monitoring patron flow to make sure the process keeps people safe. Director Jeffries also stated that the city is looking at electrostatic cleaning systems for the HVAC system, but that they are likely very expensive.

CITY COUNCILOR'S REPORT: Councilor Topaz stated that restarting is difficult everywhere. He is still working on getting material for a sneeze shield. He also stated that we are doing better than most.

BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS: Member Davis asked how the window being used for curbside is locked and if it is secure. Library Assistant Dieter explained that the window has a locking mechanism and that it is locked whenever it is not in use.

SUMMARIZE ACTION ITEMS: N/A

NEXT MEETING: The next regularly scheduled meeting will be Monday, July 13, 2020 at 7:15 p.m. via Zoom.

ADJOURNMENT: Chair Heynemann adjourned the meeting at 8:17 pm.



Respectfully submitted by:

Library Board Secretary, Dan Dieter

2019-2020 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Beardslee	Birkle	Davis	Gaelrun-Maggi	Heynemann	Stanko	VACANT	VACANT
07-08-2019	E	P	P	-	P	P	-		
08-12-2019	P	P	P	P	P	P	E		
09-09-2019	P	P	P	P	E	P	P		
10-14-2019	E	P	P	P	P	P	P		
11-12-2019	Meeting Cancelled								
12-09-2019	Meeting Cancelled								
01-13-2020	E	E	P	P	P	P	P		
02-10-2020	Meeting Cancelled								
03-09-2020	P	P	P	P	P	P	P		
04-13-2020	Meeting Cancelled								
05-11-2020	P	E	P	P	P	P	P		
06-08-2020	P	E	P	P	P	P	P		