



ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, November 18, 2024 at 7:15 PM
Virtually over Zoom (details below)

AGENDA

CALL TO ORDER

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

APPROVAL OF MINUTES

Approve regular meeting minutes of October 14, 2024

1. Approve regular meeting minutes of October 14, 2024

OLD BUSINESS

2. 2024 Bylaws

NEW BUSINESS

LIBRARY DIRECTOR'S REPORT

COUNCILOR'S REPORT

OTHER BUSINESS

SUMMARIZE ACTION ITEMS

ADJOURNMENT

VIRTUAL MEETING DETAILS

<https://us02web.zoom.us/j/84393525988?pwd=ihUb8xUaemq9kuTGwfxbRiSVZrzq6V.1>

Meeting ID: 843 9352 5988 Passcode: 281678

The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired, for a digital device to access a virtual meeting, or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting the St. Helens Public Library at 503-397-4544.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.

ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, October 14, 2024 at 7:15 PM
Virtually over Zoom

DRAFT MINUTES

Members Present

Chair Aaron Martin
Member Robert Dunn
Member Jay Echternach
Member Jana Mann
Member Colleen Ohler
Member Lynne Pettit
Vice-Chair Fatima Salas

Members Absent

Member Ellen Jacobson
Member Diana Wiener

Councilors in Attendance

Councilor Russell Hubbard

Visitors

Savannah Augustus

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.

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

No visitor comments.

APPROVAL OF MINUTES

1. Minutes from regular board meeting, September 9, 2024, were reviewed.

Motion: Upon Member Dunn's motion and Member Ohler's second, the Library Board unanimously approved the minutes dated September 9, 2024. [Yeas: Chair Martin, Member Dunn, Member Echternach, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

2. Minutes from special bylaws subcommittee meeting, September 9, 2024, were reviewed.

Motion: Upon Member Ohler's motion and Member Pettit's second, the Library Board unanimously approved the special minutes dated September 9, 2024. [Yeas: Chair Martin, Member Dunn, Member Echternach, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

3. Minutes from special bylaws subcommittee meeting, September 23, 2024, were reviewed.

Motion: Upon Member Ohler's motion and Member Pettit's second, the Library Board unanimously approved the special minutes dated September 23, 2024. [Yeas: Chair Martin, Member Dunn, Member Echternach, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

4. Minutes from special bylaws subcommittee meeting, October 8, 2024, were reviewed. Motion: Upon Member Pettit's motion and Member Ohler's second, the Library Board unanimously approved the special minutes dated October 8, 2024. [Yeas: Chair Martin, Member Dunn, Member Echternach, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

OLD BUSINESS

5. BYLAWS SUBCOMMITTEE UPDATE: Chair Martin stated that the subcommittee met a few times and will submit updated bylaws at the next board meeting for approval.

NEW BUSINESS

6. New board member Jay Echternach was introduced to the rest of the board.

LIBRARY DIRECTOR'S REPORT

Director Bishop welcomed new board member Jay Echternach. The book club's choice this month is *Frankenstein*. The book club has been well received and Library Assistant Johnson has done an amazing job with the group. They even had a Zoom participant last month. The Friends of the St. Helens Library held their book sale last weekend. It appears all went well. The Friends also donated \$4,250 to the library for the purchase of a new Glowforge, as our old one failed and cannot be repaired. The Makerspace will have a new open house on October 24 from 4:00 pm to 6:30 pm. We've invited the business community and of course the library board are invited as well. One of the Makerspace volunteers, Allen McMillan, has been able to calibrate the 3D printers. Once reopened, Youth Librarian / Makerspace Technician Wiersma will start holding open hours which will allow participants to work on equipment that doesn't need training or demonstration, as well as 101 classes which will allow Technician Wiersma to demonstrate the use of some of the equipment and allow her to certify participants in using some of the more advanced equipment. As these programs unfold, she will start scheduling appointments for participants to complete training and certification, as well as work on individual projects that don't need supervision. We will also be recruiting volunteers that are willing to share their particular skills to co-lead a program with her or someone else on staff. As you may have heard, the Columbia Economic Team and the Small Business Development Center (SBDC) will be moving to the John Gumm building sometime this month. That will leave the rooms that they occupy available for other use. There have been conversations with the Columbia Learning Center Foundation Board about library use of the rooms and how much rent would be required. Current rent for the space depends on how much is rented and the range is from \$4,000 to \$9,000 per year. The library budget would not allow for such an expense, but the space would make an ideal addition to the Makerspace. Councilor Hubbard stated that it would be worth looking for some outside monies to cover such a cost for the library, but it might also be worth talking to the City to see if some funding might be available. The Foundation is also looking at other options like small non-profits or other similar groups looking for a space to rent. Member Ohler asked if she could contact the Columbia River People's Utility District about funding. She will get the forms to fill out for funding requests and apply. Attendance by the hour has increased slightly over last year. There are increases in story-time participation and public computer use. We only have six public computers and there are times when they are pretty busy. We are going to create a reserved space for teens in the Young Adult area of the library. We will put signs up to indicate that the space is reserved for teens only from 3:00 pm to 7:00 pm. Member Echternach stated that he would support and encourage this initiative. Youth Librarian Wiersma also has a plan to start a teen advisory board. Director Bishop stated that she will be out of town for a week starting tomorrow. Our new Library Assistant, Karina Vargas-DeLara started a week

ago. She is still in college and has started training with other staff. She has lots of energy and is very welcoming. We recently partnered with the Elks for their Warm Welcome to the Library Program. It's a national program that involves giving away hats, coats, and mittens to kiddos from Head start and their families. Youth Librarian Wiersma and I spoke at the Kiwanis' Daybreakers group last week. The October meeting of the Genial Genealogists saw twenty attendees, compared to the normal nine or ten, in part because the regional expert Tricia Oberndorf covered ship passenger lists. In general people have fun when they come into the library, and they often tell us how they feel welcomed when they come in.

COUNCILOR'S REPORT

Councilor Hubbard stated that the idea of renting the additional rooms from the Foundation can be addressed at a City Council meeting. He would also encourage reaching out to the PUD for funding. It's exciting to see the Makerspace back up and running. It is such a positive thing for the library. And also glad to see Jay is on and he's going to be a great asset to the library.

OTHER BUSINESS

Not at this time.

SUMMARIZE ACTION ITEMS

Chair Martin stated that the bylaws document can be summarized and prepared to go out in the packet for the next board meeting.

ADJOURNMENT

Chair Martin adjourned the meeting at 7:54 p.m.

Respectfully submitted by,
Dan Dieter
Library Board Secretary

**BYLAWS
ST. HELENS PUBLIC LIBRARY BOARD**

NAME

The name of this organization shall be the St. Helens Public Library Board authorized by Chapter 357 of the Oregon Revised Statutes and City of St. Helens Ordinance No. 2627.

COUNCIL REPRESENTATION

The councilor shall serve as a liaison between the library board and the city council. The council member shall be an ex officio, non-voting member of the library board who seeks counsel of and consults with the library board and may take part in their discussions.

LIBRARY BOARD

The library board shall consist of at least seven members and no more than nine members appointed by the mayor and confirmed by the city council. A majority of members shall be residents of the City. No member of the library board shall have any financial interest, either directly or indirectly, in any contract to which the Library is a party nor shall any such member receive a salary or any payment for material or for any services rendered the board. Board members may be reimbursed for expenses incurred in the performance of their duties. Board membership is an unpaid voluntary appointed position, and members receive no compensation for their service except for expenses specifically budgeted and authorized by the city council. The library board is subject to the local government ethics rules of ORS Chapter 244. Conflicts of interest shall be handled as specified in ORS 244.120.

TERMS OF OFFICE; VACANCIES

At their first meeting, the appointed members of the library board shall choose their term of office by lot as follows: one member shall initially hold office for one year, one for two years, one for three years, and two for four years from July 1 in the year of their appointment. Succeeding appointees shall hold office for a term of four years from July 1 in the year of their appointment. At the expiration of the term of any board member, the mayor shall appoint a new member or may reappoint a member for a term of four years with the confirmation of the city council. If a vacancy occurs, the mayor shall appoint a new member to complete the unexpired term with the confirmation of the city council. Mayor and council, in making appointments, shall provide that no more than two members' terms expire in any fiscal year. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year. Any board member failing to attend three consecutive board

meetings without approval of the board may be removed by the city council and a new member appointed to complete the expired term.

OFFICERS

Regular board meetings will require a majority members of the board to comprise a quorum. At the first meeting of each year, the board shall elect a chair and a vice-chair, who shall serve for a term of one year. The chair and vice chair shall serve for a term of one year. At the end of the fiscal year, the vice chair will assume the role of chair and the chair will assume the role of past chair and the board will nominate and elect a new vice chair. The library director shall designate a library employee to serve as secretary to the board and keep a record of its action

Chair: Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. Except for unanimous consent, the chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the chairs' vote shall create a tie, the chair shall refrain from voting. The chair is responsible for conferring with library director about meeting agenda items and implementation of board business.

Vice Chair: undertake the chair's responsibilities when the chair is unavailable to fulfill their duties.

Past Chair: at this time, the past chair has no set responsibilities, but duties may be assigned in compliance with Municipal Code 2.30.050.

MEETINGS

The library board shall meet as often as deemed appropriate by the board but not less than once every other calendar month or as otherwise directed by the city council. The regular meeting in July shall be known as the annual meeting. Election of officers shall be held at that time. Special meetings can be called by the chair, or at the request of two members of the board. Special meetings of library board members of any number shall be also considered a quorum (as required by ORS 192.610). Minutes of library board meetings and activities shall be regularly submitted to the city council for review and acceptance.

DUTIES AND POWERS

The duties and powers of the library board shall include:

1. keeping informed about current trends in library services and administration.
2. studying library growth and needs in the city and its vicinity.
3. recommending types of library service for the city and its vicinity.
4. investigating sources of funding for library service and facilities.
5. recommending policies for the acceptance and use of gifts for library purposes.
6. participating in the annual budgetary process of the city where the process pertains to the library.
7. recommending policies and procedures conducive to efficient and effective operation of the library.
8. encouraging widespread public support and use of the library.
9. submitting an annual report to the city council and the state library.
10. serving on ad-hoc committees and work groups as determined necessary, including, but not limited to, a material review panel when a request has been submitted to reconsider library materials.
11. making and altering rules for its government and procedure with approval of the city council.

GIFTS AND BEQUESTS

The board may solicit gifts and bequests and real or personal property or funds (other than fees and fines) to benefit the library.

All property or funds shall be held in the name of the city, and each donation shall be administered by the city in accordance with its terms. Funds donated to the library shall be turned over to the city recorder immediately upon receipt and be placed in a special account to be used exclusively for the improvement of the library or as designated by the donor.

Donated funds shall be used for improvements in addition to, and not in lieu of, the normal support provided to operate the library out of the city general fund.

SUBCOMMITTEES

The library board shall have the power to create subcommittees with such responsibilities as the board directs. The chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the lead of the subcommittee as needed. The subcommittee lead shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the board concerning the work of the subcommittee.

PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order shall govern the board if they are not inconsistent with these bylaws, Oregon Revised Statutes, or City of St. Helens Ordinance No. 2627.

AMENDMENT OF BYLAWS

These bylaws can be amended at any regular meeting of the board by a simple majority vote, provided that the amendment has been submitted in writing to each member prior to the meeting and such amendment(s) receive the approval of the mayor and city council.

PHILOSOPHY AND PRINCIPLES

The library board goal is “stimulating individual learning and advancing society as a whole” (St. Helens Public Library Strategic Plan 2023-2028, pg. 1). The library board is guided by the following core principles: the American Library Association Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.

LIBRARY POLICIES

The library board has an obligation to develop and recommend to city council for approval policies and terms of use for implementation of library business, including but not limited to Circulation Policy, Collection Development Policy, Confidentiality Policy, Makerspace Policy, Public Computer Usage Agreement, Library of Things Policy, Rules of Conduct, Wireless Internet Terms of Use, and Request for Consideration.

CODE OF CONDUCT

1. Board members will treat each other in a courteous, respectful manner.
2. Board members are clear and focused in stating views.
3. Board members are open and direct in their communications with each other.
4. Board members will avoid personal attacks on others.
5. Board members will allow each other time without interruption for comment on all issues.
6. Board members will problem-solve responsibly and agree to disagree respectfully.
7. Board members will come to meetings prepared and on time.

Approved and Adopted ??

DRAFT