



# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, March 18, 2024 at 7:15 PM (RESCHEDULED FROM 3/11/24)  
Virtually over Zoom (details below)

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## AGENDA

### CALL TO ORDER

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

### APPROVAL OF MINUTES

1. Approve minutes of February 12, 2024

### OLD BUSINESS

2. Subcommittee report on board applicant
3. Discussion of board member application process

### NEW BUSINESS

### LIBRARY DIRECTOR'S REPORT

### COUNCILOR'S REPORT

### OTHER BUSINESS

### SUMMARIZE ACTION ITEMS

### ADJOURNMENT

### VIRTUAL MEETING DETAILS

<https://us02web.zoom.us/j/86748974195?pwd=eElyM3MwN0xOenZSK2ZwVmRDS2pIZz09>

Meeting ID: 867 4897 4195      Passcode: 628104

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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](http://www.sthelensoregon.gov) or call 503-366-8217.

# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, February 12, 2024 at 7:15 PM  
Virtually over Zoom (details below)

## MINUTES

### CALL TO ORDER

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

### 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  
Library Director Suzanne Bishop  
Library Board Secretary Dan Dieter

### VISITORS COMMENTS

No visitors.

### APPROVAL OF MINUTES

Minutes from December 11, 2023 were reviewed and approved.

Motion made by Vice Chair Martin, Seconded by Member Dunn.

Voting Yea: Chair Mann, Vice Chair Martin, Member Dunn, Member Jacobson, Member Pettit, Member Salas, Member Sturdivant, Member Wiener

### OLD BUSINESS

**NEW SOCIAL MEDIA STRATEGY:** Director Bishop described some of the current social media strategies, i.e., posting 'Feature Friday' reviews, where staff write book reviews that are posted on social media. The board can participate as well. There is also a plan to start working on short videos to feature a theme of 'what I like about the library'.

**COMMUNICATION STRATEGY PROGRESS:** Library Director Bishop stated that Communications Officer King and Communications Support Specialist Burkhart are working on a plan to encourage the local newspapers to write stories about all the things that the library does. Flyers have also been developed to highlight programs that are being offered as well as statistics showing recent participation rates. The group discussed where to distribute a flyer like this. Member Salas asked if we have a Spanish version, and Director Bishop stated that we will need to make one and asked if Member Salas could help. Councilor Hubbard asked if the library participated in Citizens' Day in the Park, and Director Bishop stated that we have a table there every year to promote library programs.

**NEW BUSINESS**

SUBCOMMITTEE FOR BOARD MEMBER APPLICANT: Chair Mann stated that we need to assign board members to a subcommittee to review the application that was received. After the committee interview and reports back to the full board, a recommendation is given to City Council for approval. Members Sturdivant and Pettit spoke about their prior experience. Member Martin and Member Dunn volunteered to be on the committee and will report back after they have had the interview.

**LIBRARY DIRECTOR'S REPORT**

Director Bishop stated that in the calendar year 2023 an average of 98 people visited the library per day, compared to 92 people per day in the calendar year 2022. Amelia from the Amani Center will be providing the staff with mandatory child abuse training soon. The group also discussed the need for a binder listing community services. Other topics discussed include the recent schedule for Adults and Crafts, Book Club activity, the planned closure on February 19 for Presidents' Day, and removing the limit for first time check out, which used to be 10 items. Director Bishop also described the progress on getting limited cards for Columbia County Mental Health (CCMH) residents. All of the Spanish language titles will be reorganized into a separate collection to make it more efficient for patrons. The Small Business Center is making progress as staff prepare to move items into a specific collection for that area. Members of the Columbia County Economic Team (CCET) have viewed the space and are wanting to help get the word out. Full-time staff will be scheduling time for the Makerspace to make some open hours available for those interested in using the space. Director Bishop recently attended a meeting of small rural library directors where discussions included budgets and book challenges. The library's semi-annual report will be given at the March 6 City Council meeting. The new Library of Things patron agreement is still being reviewed by the City attorney. The recent Library Science and Technology Act (LSTA) grants were mostly awarded for very specific projects. We will make a future application to try to get funding for the Makerspace. The library budget for the next fiscal year has been adjusted down to \$837,800, with adjustments being made to several items. The City's budget committee will be meeting in April and then making their budget recommendation to the City Council in early June.

**COUNCILOR'S REPORT**

Councilor Hubbard stated that the budget is going to be a difficult problem to solve. He is reaching out to businesses to try to bridge beyond this problem and bring in more employment. We will work our way out of this.

**OTHER BUSINESS**

The next regularly scheduled meeting will be Monday, March 11, 2024, at 7:15 p.m. via Zoom.

**SUMMARIZE ACTION ITEMS**

Board members are being asked to keep posting on their own pages. Member Dunn and Member Martin will be processing the new applicant and will report back to the board next month.

**ADJOURNMENT**

Chair Mann adjourned the meeting at 8:18 p.m.

Respectfully submitted by,

Dan Dieter

Library Board Secretary