



# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, February 09, 2026 at 7:15 PM  
Virtually over Zoom (details below)

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## AGENDA

### CALL TO ORDER

### VISITORS COMMENTS

### APPROVAL OF MINUTES

1. Approve Regular Meeting Minutes of January 12, 2026
2. Approve Special Meeting Minutes of January 28, 2026

### OLD BUSINESS

3. Strategic Plan Subcommittee report
4. Makerspace Fundraising Subcommittee report

### NEW BUSINESS

5. Joint City Council / Library Board meeting February 25, 2026, 7:00 pm in Council Chambers

### LIBRARY DIRECTOR'S REPORT

### COUNCILOR'S REPORT

### OTHER BUSINESS

### SUMMARIZE ACTION ITEMS

### ADJOURNMENT

### VIRTUAL MEETING DETAILS

<https://us02web.zoom.us/j/88356970914?pwd=oDwVl2viumacaD9e6xQz2q2T6wUb5r.1>

Meeting ID: 883 5697 0914      Passcode: 685504

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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, January 12, 2026, at 7:15 PM

Virtually over Zoom

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## DRAFT MINUTES

**Members Present**

Chair Fatima Salas  
Member Rob Dunn  
Member Ellen Jacobson  
Member Kelsey Knutson  
Member Jana Mann  
Member Lynne Pettit  
Member Erin Wheeldon

**Members Absent**

Vice Chair Aaron Martin  
Member Jay Echternach

**Council Liaison in Attendance**

N/A

**Visitors**

None

**Staff Present**

Library Board Secretary Dan Dieter

**Staff Absent**

Library Director Suzanne Bishop

**CALL TO ORDER**

Meeting was called to order at 7:15 p.m. by Chair Salas.

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

No visitor comments.

**APPROVAL OF MINUTES**

1. Minutes from the regular board meeting, December 8, 2025, were reviewed and amended.

Motion: Upon Member Dunn's motion and Member Pettit's second, the Library Board unanimously approved the regular board meeting minutes dated December 8, 2025, as amended. [Yea: Chair Salas, Member Dunn, Member Jacobson, Member Knutson, Member Mann, Member Pettit, Member Wheeldon; Nay: none]

**OLD BUSINESS**

2. STRATEGIC PLAN SUBCOMMITTEE REPORT: No report available.

3. MAKERSPACE FUNDRAISING SUBCOMMITTEE REPORT: No report available

**NEW BUSINESS**

No new business.

**LIBRARY DIRECTOR'S REPORT**

No Library Director report available.

**COUNCIL LIAISON REPORT**

No council report available.

**OTHER BUSINESS**

Member Jacobson and Member Mann described the writer's festival and FebWordary events that will be coming up in February. There was a recent press release that covered the pertinent information.

**SUMMARIZE ACTION ITEMS**

No action items were summarized.

**ADJOURNMENT**

Chair Salas adjourned the meeting at 7:21 p.m.

Respectfully submitted by,  
Dan Dieter  
Library Board Secretary

# ST. HELENS PUBLIC LIBRARY SPECIAL BOARD MEETING

Monday, January 28, 2026 at 7:15 PM

Virtually over Zoom

## DRAFT MINUTES

### Members Present

Chair Fatima Salas  
 Vice Chair Aaron Martin  
 Member Rob Dunn  
 Member Jay Echternach  
 Member Ellen Jacobson  
 Member Kelsey Knutson  
 Member Jana Mann  
 Member Lynne Pettit  
 Member Erin Wheeldon

### Members Absent

### Council Liason in Attendance

Mayor Jennifer Massey

### Visitors

None

### Staff Present

City Administrator John Walsh  
 Library Director Suzanne Bishop  
 Library Board Secretary Dan Dieter

## CALL TO ORDER

Meeting was called to order at 7:15 pm by Chair Salas.

## NEW BUSINESS

1. FY 2026 REPORT: Library Director Bishop introduced City Administrator John Walsh for the discussion of the 2026/2027 budget. Administrator Walsh described how the general fund city departments, including the library. The city is currently on a trajectory that will exhaust the reserve fund and leave a negative balance of about \$150,000, if changes aren't made by the end of the fiscal year (June 30). Looking at solutions on the revenue side, we've extensively explored our options. On the expense side we don't know if it's going to be furlough days like you see all around us with the county and the school districts, layoffs, or some other cost-saving measures. We came into this year with a particularly low reserve. The Council usually sets a target of around 20% and over the last two years we have dropped to 15% and then 6%. We wanted to sustain services by adding some timber sales income instead of economic development activities, selling property and putting it into the general fund. We are at a point now where we are looking at putting a fee or property tax on the May ballot to fund the general fund and return the reserves to 10% to 20%. Mayor Massey stated that the issue is being looked at holistically, as there are services in every single department that are equally important. We're really going to have to come together for a campaign to educate citizens on the importance of the services that are being provided. Departments are running pretty lean in general. There is hope as the new Cascade tissue group comes back online it will add recurring revenue as a utility user. Member Dunn asked if this would be a utility fee, for water, power or what? Mayor Massey stated that it would not be a utility fee, it would be a general service fee that would be collected on the utility bill. It wouldn't be presented as something that is above and beyond, it just enough to get to the

right reserve and sustain city services. Mayor Massey and Member Echternach discussed a plan to develop city property into a sports complex. Director Bishop asked if the Mayor could describe the budget process. Mayor Massey described the budget committee and the budget process, and the possibility of adding a general service fee that would have a sunset date. Member Martin asked since we have big budget issues to deal with, is the library board going to be asked to gather information to provide to City Council about how those potential cuts will affect the library so we can inform the council who can inform the city or the voters how this would affect them? Director Bishop stated that the library isn't the only department that will look at potential cuts and that the management team has been working with Administrator Walsh about the budget process and the impact on all city departments. A memo from the Library Director to Administrator Walsh was shared on the screen and was in the packet. The library is a small department with a small budget but the types of folks that we serve and the types of services that we provide at the library have a profound impact on the community. The FY 2027 budget process starts in April. Member Jacobson asked if there is any impact on the current vacancy right now. Director Bishop stated that the vacancy will not be filled as a contribution to helping reduce the budget for this year.

**OTHER BUSINESS**

No other business.

**ADJOURNMENT**

Chair Salas adjourned the meeting at 7:52 pm.

Respectfully submitted by,

Dan Dieter  
Library Board Secretary