



ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, July 14, 2025 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

- [1.](#) Approve Regular Meeting Minutes of June 9, 2025
- [2.](#) Approve Special Meeting Minutes of June 9, 2025

OLD BUSINESS

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

NEW BUSINESS

- [5.](#) Prospective Board Member Interviews

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

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, June 9, 2025, at 7:15 PM
Virtually over Zoom

DRAFT MINUTES

Members Present

Chair Aaron Martin
Member Rob Dunn
Member Ellen Jacobson
Member Jana Mann
Member Lynne Pettit
Member Erin Wheeldon
Member Diana Wiener

Members Absent

Member Jay Echternach
Vice Chair Fatima Salas

Council Liaison in Attendance

N/A

Visitors

None

Staff Present

Library Director Suzanne Bishop
Library Board Secretary Dan Dieter

CALL TO ORDER

Meeting was called to order at 7:17 p.m. by Chair Martin.

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

No visitor comments.

APPROVAL OF MINUTES

1. Minutes from the regular board meeting, May 12, 2025, were reviewed.

Motion: Upon Member Pettit's motion and Member Dunn's second, the Library Board unanimously approved the regular board meeting minutes dated May 12, 2025. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Wheeldon, Member Wiener; Nays: none]

OLD BUSINESS

2. STRATEGIC PLAN SUBCOMMITTEE REPORT: Chair Martin stated that the subcommittee met and agreed to a process for the transformational part of the strategic plan.

Motion: Upon Chair Martin's motion and Member Wiener's second, the Library Board unanimously approved the process for the strategic plan subcommittee to follow that includes gathering information

from patrons and staff to suggest possible increases or decreases in materials, services or programs to better align resources available with the needs of the community. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Wheeldon, Member Wiener; Nays: none]

3. MAKERSPACE FUNDRAISING SUBCOMMITTEE REPORT: Chair Martin stated that there will not be a report this month.

NEW BUSINESS

NAMING LOCAL HISTORY ROOM: The group discussed several names that were suggested for the local history room, viz., The Diane Chaney Kem Memorial Room, the Marion Christensen Local History Room, the McCormick Local History Room, and the Loowit Local History Room.

Motion: Upon Chair Martin's motion and Member Dunn's second, the Library Board unanimously approved "Loowit Local History Room" as the name to be recommended to City Council for approval. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Wheeldon, Member Wiener; Nays: none]

NEW BOARD VICE-CHAIR SELECTION: The group discussed the role of the Vice-Chair and Chair Martin asked if anyone wanted to volunteer for the role. Member Jacobson stated that she would fill the role if no one else was interested. Chair Martin also stated that he would be willing to do it as well.

Motion: Upon Chair Martin's motion and Member Dunn's second, the Library Board unanimously approved Chair Martin as the new Vice-Chair for next year. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Wheeldon, Member Wiener; Nays: none]

LIBRARY DIRECTOR'S REPORT

Library Director Bishop thanked Member Wiener for her advocacy. We have two people who are interested in joining the board and she will be meeting with them this week. The board may have an opportunity to interview any prospective new board members at the July board meeting. The Institute of Museum and Library Services (IMLS) is not in the President's proposed bill or the House's. If it does not end up in the budget, the State Library's funding will be cut. The State Library's current fiscal year budget funding from IMLS (through LSTA) has been awarded meaning their funding is secure through June 30, 2026. The City Budget Committee submitted their recommendation to the City Council, and it did not include added fees or furloughs, nor did it include a cost-of-living increase (COLA). The library budget was reduced by 4% from our original proposed budget. The overall budget reduces the city reserves to 6% (20% is best practice). She submitted the Library quarterly report to City Council and they will discuss it at their June 18 work session. The Summer Library Challenge starts next week so we anticipate an increase in activity overall. The kickoff event for children will be a puppet dance party and for adults it will be a game night. The City has approved the lease with the Columbia Learning Center for the use of the rest of the building space for an expanded Makerspace. The server room in that space needs a new air conditioner. The master panel for the fire and security alarm systems were replaced. We are going to be the county's only cooling center again this year. Some of the other spaces that may be available are the Senior Center and the Bowling Alley. Six teens meet the criteria for our grant-funded Teen Internship. We will start interviewing applicants soon. Between January 1 and May 31 this year, we had 14,924 visits to the library compared to 11,952 for the same period last year. There were 204 patrons through the door on the highest patron visit day of May 8. The next holiday closure will be July 4 and 5.

COUNCIL LIAISON REPORT

N/A

OTHER BUSINESS

No other business.

SUMMARIZE ACTION ITEMS

Chair Martin described the action items. We need to submit the recommended name for the local history room to City Council for approval. The Strategic Plan Subcommittee will continue to meet and report back to the board.

ADJOURNMENT

Chair Martin adjourned the meeting at 8:01 p.m.

Respectfully submitted by,
Dan Dieter
Library Board Secretary

ST. HELENS PUBLIC LIBRARY SPECIAL BOARD MEETING

Monday, June 9, 2025 at 5:30 PM
Virtually over Zoom

DRAFT MINUTES

Members Present

Chair Aaron Martin
Member Ellen Jacobson
Member Jana Mann

Members Absent

Councillors in Attendance

None Present

Visitors

None

Staff Present

Library Director Suzanne Bishop

CALL TO ORDER

Meeting was called to order at 5:30 pm by Chair Martin.

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

No visitors.

NEW BUSINESS

1. DISCUSSION OF STRATEGIC PLAN: The committee discussed the strategic plan.

SUMMARIZE ACTION ITEMS

Present subcommittee discussion and suggestions at next regular board meeting. Bishop to summarize meeting and action items. Bishop to provide supporting data at next meeting.

ADJOURNMENT

Chair Martin adjourned the meeting at 6:10 pm.

Respectfully submitted by,

Suzanne Bishop, MSLIS
Library Director

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[Home](#) > [Boards & Commissions Application - ONLINE SUBMITTAL](#) > [Webform results](#) > Submission #52

Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) ^[1]

Submitted by Visitor (not verified)

Wed, 06/04/2025 - 10:20pm

73.25.80.166

I am interested in:

Library Board

Applicant Name

Kelsey Knutson

Home Address

56509 Hill St

City, Zip

Warren, 97053

Primary Phone

619-987-7282

Secondary Phone

Email

kelseyknutson322@gmail.com

Mailing Address

56509 Hill St.

City, Zip

Warren, OR 97053

Do you live within the city limits of St. Helens?

No

If yes, how long?

In Columbia County since 2017

Civic Activities (offices held, honors, etc.)

2 years of volunteer work with the Scappoose School District libraries

List names, addresses, and phone numbers of three references not related to you.

Heather Weaver - 503-369-7117

31045 Pisgah Home Rd.

Scappoose, OR 97056

Danielle Downs - 503-939-9242

60949 Robinette Rd
St. Helens, OR 97051

Item 5.

Keely Nudo - 503-805-0500
Scappoose, OR 97065

Briefly summarize educational background.

Bachelors of Science in Business Administration from Portland State University in 2017

Present Employer Name, Phone, and Address

Self Employed as a wedding planner / Stay at home mother

Job Title

Business Owner / Wedding Planner

Additional information you wish to include.

I have been a paying member of the library since 2018 and have brought both of my children to story time with Gretchen and now Jana. I am an avid reader and have utilized the St Helen's Library to check out over 250 books, both digital and physical. I have a passion for literacy and library spaces, volunteering 4+ hours a week in the Scappoose School libraries. I love the programing that St Helen's Library offers and I would love to be able to add my voice. Thank you for the consideration.

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes

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[Home](#) > [Boards & Commissions Application - ONLINE SUBMITTAL](#) > [Webform results](#) > Submission #53

Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) ^[1]

Submitted by Visitor (not verified)

Thu, 06/12/2025 - 6:42pm

97.115.88.146

I am interested in:

Library Board

Applicant Name

Sarah Rychart

Home Address

61300 Barger Rd

City, Zip

Saint Helens

Primary Phone

2537329079

Secondary Phone

Email

srychart@gmail.com

Mailing Address

61300 Barger Rd

City, Zip

Saint Helens

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

12 years

Civic Activities (offices held, honors, etc.)

I have been volunteering at my kids' school, Lewis and Clark Elementary.

List names, addresses, and phone numbers of three references not related to you.

1) Ariel O'Neill (503) 351-1998

33671 SE June Lane

Scappoose, OR 97056

2) Ellen Jacobson (971) 400-8988

385 N 3rd St
St Helens, OR 97051

Item 5.

3) Kristine Nowak (503) 528-6077
30383 Dowd Rd
St Helens, OR 97051

Briefly summarize educational background.

I graduated from Clover Park High School in Lakewood, WA. Received an Associate of Arts and Sciences from Pierce College in Lakewood, WA
Attended the University of Washington for several quarters

Present Employer Name, Phone, and Address

N/A

Job Title

Additional information you wish to include.

I have always been passionate about books and literacy from a very young age. I worked for 3 years in a county library as a page (answering phones, checking in books from the book drops and returning books to the shelves after they had been checked in) I am a heavy library user and participate in many of the programs offered at the St Helens library, such as the library book club, Adults and Crafts and the Summer Reading program to name a few.

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes