



# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, February 10, 2025 at 7:15 PM  
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 January 13, 2025
- [2.](#) Approve special meeting minutes of February 1, 2025

### OLD BUSINESS

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

### 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

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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 13, 2025 at 7:15 PM  
Virtually over Zoom

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## DRAFT MINUTES

### Members Present

Chair Aaron Martin  
Vice Chair Fatima Salas  
Member Robert Dunn  
Member Ellen Jacobson  
Member Jana Mann  
Member Colleen Ohler  
Member Lynne Pettit

### Members Absent

Member Jay Echternach  
Member Diana Wiener

### Councilors in Attendance

Councilor Russell Hubbard

### Visitors

None

### Staff Present

Library Director Suzanne Bishop  
Library Board Secretary Dan Dieter

### CALL TO ORDER

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

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

No visitor comments.

### APPROVAL OF MINUTES

1. Minutes from regular board meeting, December 9, 2024, were reviewed.  
Motion: Upon Member Pettit’s motion and Member Mann’s second, the Library Board unanimously approved the minutes dated December 9, 2024. [Yeas: Chair Martin, Vice Chair Salas, Member Dunn, Member Jacobson, Member Mann, Member Ohler, Member Pettit; Nays: none]

### OLD BUSINESS

2. MAKERSPACE EXPANSION LETTER OF SUPPORT: Chair Martin stated that the letter of support from the board was relayed to the City Council, and they approved our request. Councilor Hubbard stated that the letter from the Library Board as well as the letter from the Columbia Learning Center Board and some other materials were helpful in making the decision to rent the space. He stated that to get funds to add furnishings to the expanded space, the board will be approaching local funding sources like the Columbia River People’s Utility District. Member Echternach and Member Ohler have some

ideas for funding sources. We can put together a list of things needed, and the group can start working on who to approach for funding.

## **NEW BUSINESS**

3. REVIEW STRATEGIC PLAN: Director Bishop presented the Strategic Plan that was adopted by City Council in August 2023 for review. Director Bishop suggested that the board shape the first goal in the plan into something that describes what the library is currently doing. We have taken a lot of steps in that direction, but it's not built into the plan in such a way that we can present the information to City Council for feedback. Some of the things we have been working on that might be reflected in strategic plan reporting to the City include services for adults and children, services for the business community, and collaborating with the Columbia County Museum Association. We are also trying to keep the collections current to meet the needs of our patron community. To support our rebranding efforts, we are doing more social media posts and working on standardizing the branding of our print materials. We are continuing to work on obtaining state and Federal grants, and in September, the library may participate in an All Columbia County Community Reads program. County public libraries are working on securing funding. We need to establish a subcommittee to review the Strategic Plan goals and begin the process of articulating the activities that support those goals for presentation to City Council. Chair Martin asked for volunteers for the subcommittee, and Member Jacobson and Member Salas agreed to join Chair Martin to work on this subcommittee. This subcommittee will meet and report back to the board on a regular basis.

## **LIBRARY DIRECTOR'S REPORT**

Director Bishop offered congratulations Hubbard for his election to a second term. Mayor Massey visited the library recently and she seemed very enthusiastic about the work that we do and the space. The bylaws were adopted by the City Council at the December 15, 2024, meeting. The Makerspace expansion funding was also approved at that meeting. We will now start looking at minor renovations and furnishings needed. The small office space that is part of the expansion will hold the local history collection and be a recording studio. Makerspace equipment has been moved there. Comcast finished their planned outage, and it didn't cause too many issues for patron services. The Library Corporation (TLC), which runs the library's software for patron records, checkouts, etc., rolled over to a new server location. The process didn't affect patron services. The building is showing its age and some of the concrete steps are crumbling and will need to be replaced. Public Works received a quote of \$10,000 to replace each section. Public Works employee Roger Stauffer was able to repair the crumbling places. We will have to figure out how to budget for the complete replacement. We will be closed for Martin Luther King day on January 20, which is a Federal holiday.

## **COUNCILOR'S REPORT**

Councilor Hubbard was happy that the Makerspace funding was approved. He stated that with the newly elected Mayor we will likely see some big changes in the City. He also stated that he appreciated the former Mayor's work on getting the downtown projects going.

## **OTHER BUSINESS**

No other business.

**SUMMARIZE ACTION ITEMS**

Chair Martin described the action items: The strategic plan subcommittee will meet and determine the how to evaluate the plan and report back to the board in future meetings.

**ADJOURNMENT**

Chair Martin adjourned the meeting at 7:52 p.m.

Respectfully submitted by,  
Dan Dieter  
Library Board Secretary

# ST. HELENS PUBLIC LIBRARY SPECIAL BOARD MEETING

Saturday, February 1, 2025 at 10:00 AM  
In Person (Columbia Learning Center) and Virtually over Zoom

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## DRAFT MINUTES

### Members Present

Chair Aaron Martin  
Vice Chair Fatima Salas

### Members Absent

Member Ellen Jacobson

### Councilors in Attendance

None Present

### Visitors

None

### Staff Present

Library Director Suzanne Bishop

## CALL TO ORDER

Meeting was called to order at 10:01 a.m. 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. Plan next subcommittee meeting.

## ADJOURNMENT

Chair Martin adjourned the meeting at 10:57 a.m.

Respectfully submitted by,

Suzanne Bishop, MSLIS  
Library Director