



# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, May 12, 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 Special Meeting Minutes of April 14, 2025
- [2.](#) Approve Regular Meeting Minutes of April 14, 2025

### OLD BUSINESS

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

### NEW BUSINESS

5. Board Terms

### 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 SPECIAL BOARD MEETING

Monday, April 14, 2025 at 5:30 PM  
Virtually over Zoom

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## DRAFT MINUTES

### Members Present

Chair Aaron Martin  
Member Ellen Jacobson  
Member Jana Mann

### Members Absent

### Councilors in Attendance

None Present

### Visitors

None

### Staff Present

Library Director Suzanne Bishop

## CALL TO ORDER

Meeting was called to order at 5:34 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 6:32 pm.

Respectfully submitted by,

Suzanne Bishop, MSLIS  
Library Director

# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, April 14, 2025, at 7:15 PM  
Virtually over Zoom

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## DRAFT MINUTES

### Members Present

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

### Members Absent

Member Jay Echternach  
Member Diana Wiener

### Council Liaison in Attendance

Mayor Massey

### Visitors

Erin Wheeldon

### Staff Present

Library Director Suzanne Bishop  
Library Board Secretary Dan Dieter

## CALL TO ORDER

Meeting was called to order at 7:18 p.m. by Chair Martin.

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

No visitor comments.

## LIBRARY DIRECTOR'S REPORT

6. NATIONAL LIBRARY MONTH MAYOR'S PROCLAMATION: Director Bishop wanted to thank the Mayor in advance for the proclamation that she will deliver at the meeting on Wednesday. Director Bishop attended the Library Science and Technology Act (LSTA) advisory meeting. The LSTA is funded through the Institute of Museum and Library Services (ILMS) which has had a recent leadership change as many of the staff have been put on administrative leave. Most libraries receive grants through the LSTA and some states have had their funding frozen. As of today, Oregon's funding is still available, funding that will pay for state library staffing as well as the competitive grants through the 2024 fiscal year. The library submitted its monthly report to City Council which includes a list of the many things the library is doing. The Summer Library Challenge is coming up soon. There will be an amazing roster of programs this year. This year the program will run from June 16 through August 9. We will also be collaborating with the Recreation Department on a couple of programs around their camps. The Local History Room which will be located in part of the new Makerspace is beginning to take shape. The goal is to make local history items (i.e., books, pamphlets and other items) available to the public. Habitat for Humanity has removed the office furniture and supplies so now we can begin putting the middle room together. Public Works will be helping us with some of the changes to the lighting system and the

new sink. We have noticed that there seems to be an uptick in Covid-19 cases, and there is a corresponding uptick in the distribution of test kits. Regular maintenance is ongoing with bulb replacements in the hallway and the spring cleaning of the HVAC system. Our teen summer library intern announcement will be posted next week. We will be participating in the City's Take Your Child to Work Day on April 24. The Friends of the St Helens Public Library will hold their next book sale on May 9 and 10. We would like to name the local history reading room and are asking for suggestions from the board. Two suggestions so far are the Diane Chene Kim Room, for the local resident who led the fundraising effort to build the library building, or the Loo-wit Room, the Chinook word for Mt. St. Helens. We can send out a list of the ideas collected and review those at a future board meeting to make a recommendation for the City Council to approve. A reminder that the annual city boards and commissions appreciation reception is next week, April 21 at 5:30 p.m. Columbia County Reads will hold two author events in September. One of them will be with Willy Vlautin, the author of *The Horse*. We had 82 people in the library last Saturday which made the four hours very, very busy. Lastly, I will be at the Oregon Library Association conference next week, April 23 through April 25.

### APPROVAL OF MINUTES

1. Minutes from the special board meeting, March 10, 2025, were reviewed.

Motion: Upon Member Dunn's motion and Member Pettit's second, the Library Board unanimously approved the minutes dated March 10, 2025. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Vice Chair Salas; Nays: none]

2. Minutes from the regular board meeting, March 10, 2025, were reviewed.

Motion: Upon Member Dunn's motion and Member Pettit's second, the Library Board unanimously approved the minutes dated March 10, 2025. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Vice Chair Salas; Nays: none]

### OLD BUSINESS

3. STRATEGIC PLAN SUBCOMMITTEE REPORT: Chair Martin stated that the subcommittee will be going into the transformational plan portion and we'd asked Director Bishop to get some information to the subcommittee so we can discuss further and bring some information back to the full board.

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

### NEW BUSINESS

5. PROSPECTIVE BOARD MEMBER INTERVIEW: Chair Martin and Member Dunn interviewed prospective board member Erin Wheeldon by asking her a series of questions. Erin Wheeldon also asked follow up questions about subcommittees and how involved the board is in the library budget process.

Motion: Upon Member Dunn's motion and Chair Martin's second, the Library Board unanimously recommended Erin Wheeldon for appointment to the Library Board. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Vice Chair Salas; Nays: none]

**COUNCIL LIAISON REPORT**

Mayor Massey stated that there was nothing to report at this time.

**OTHER BUSINESS**

No other business.

**SUMMARIZE ACTION ITEMS**

Chair Martin described the action items: The board will ask City Council to appoint Erin Wheeldon to the Library Board. Director Bishop will email a list of names for the new section of the library that will hold the local history collection.

**ADJOURNMENT**

Chair Martin adjourned the meeting at 7:58 p.m.

Respectfully submitted by,  
Dan Dieter  
Library Board Secretary