



# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, December 09, 2024 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 regular meeting minutes of November 18, 2024

### OLD BUSINESS

- [2.](#) Bylaws update.

### NEW BUSINESS

- [3.](#) Makerspace Expansion.

### 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, November 18, 2024 at 7:15 PM  
Virtually over Zoom

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## DRAFT MINUTES

### Members Present

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

### Members Absent

Member Jay Echternach  
Member Colleen Ohler  
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 7:16 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, October 14, 2024, were reviewed.  
Motion: Upon Member Pettit’s motion and Member Dunn’s second, the Library Board unanimously approved the minutes dated September 9, 2024. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Salas; Nays: none]

### OLD BUSINESS

5. BYLAWS 2024: Director Bishop described a portion of the draft bylaws document that might need to be reworded based on a newer City Resolution (1648) that describes the ability of a board member to renew their term after it has expired. Member Pettit stated that she discovered this updated language after a conversation with City Recorder Kathy Paine. The board decided to review the language change and review the draft bylaws at the next board meeting.

### NEW BUSINESS

None

## LIBRARY DIRECTOR'S REPORT

Director Bishop stated that because of the recent incident at the high school, Councilor Sundeen asked about how the library, recreation and other city departments might handle a similar situation. All members of library staff are mandatory reporters for child abuse and neglect and library staff always use these precautions when working with the public, e.g. making sure there are at least two staff present any time there is an interaction with adult and / or child community members. Coincidentally, the staff will be updating their mandatory reporting training this week. The Makerspace held an open house on October 24, and the turn-out was great. Makerspace Librarian Wiersma is making real progress in getting people certified on the different equipment. There are also many people who are interested in volunteering in the Makerspace. There are still ongoing conversations about how to gain access to the extra space next to the Makerspace for expansion. The extra space is rented by the Columbia Learning Foundation to cover their building operation costs. The foundation and city councilors are in discussions about whether the city can fund a lease for the space. Storytimes and youth programs have become very popular. Youth Librarian Wiersma will start presenting the toddler storytimes in the auditorium because the current space has become too crowded. To encourage an increase in the number of our teen patrons, we are designating the young adult area as a teen-only space during the afternoons. Peak Electric has replaced some ballasts and some broken can lights, several of which are security lights that stay on all the time. Our sprinkler and alarm systems just passed the annual inspection. We have seen an uptick in homeless folks hanging out in the library and the hallway. We are working with Community Action Team (CAT) and Columbia County Mental Health (CCMH) to help them access support for people who find themselves in need. We have secured our State Library of Oregon grant of \$2,247 for next years Summer Library Challenge materials and supplies. We are planning to have several home-grown summer programs next year, some will make use of the Makerspace, and some will utilize volunteers. During Halloween, we participated in the Trunk-or-Treat program, the Kiwanis Children's Fair, and the Kiwanis Daybreakers. Holiday closures include November 28, 29, and 30 for Thanksgiving, and December 24 and 25 for Christmas.

## COUNCILOR'S REPORT

Councilor Hubbard stated that the City is entering a transition time, so things are very active in the City. The idea of renting the space that will soon be vacated for the purpose of expanding the Makerspace is a great idea, but there is a question about the cost. Perhaps the board can endorse a presentation, a "sales pitch" that highlights the benefits of the Makerspace to the community. A presentation that Councilor Hubbard could then give to the City Council at some future Council meeting.

## OTHER BUSINESS

Not at this time.

## SUMMARIZE ACTION ITEMS

Chair Martin stated that the bylaws document can be updated with the new information and to go out in the packet for the next board meeting. Also, as suggested by Councilor Hubbard, Director Bishop will work with the board to create a presentation, a "sales pitch" highlighting the benefits of Makerspace that can be presented to the City Council.

**ADJOURNMENT**

Chair Martin adjourned the meeting at 7:50 p.m.

Respectfully submitted by,  
Dan Dieter  
Library Board Secretary

**BYLAWS  
ST. HELENS PUBLIC LIBRARY BOARD**

**NAME**

The name of this organization shall be the St. Helens Public Library Board authorized by Chapter 357 of the Oregon Revised Statutes and City of St. Helens Ordinance No. 2627.

**COUNCIL REPRESENTATION**

The councilor shall serve as a liaison between the library board and the city council. The council member shall be an ex officio, non-voting member of the library board who seeks counsel of and consults with the library board and may take part in their discussions.

**LIBRARY BOARD**

The library board shall consist of at least seven members and no more than nine members appointed by the mayor and confirmed by the city council. A majority of members shall be residents of the City. No member of the library board shall have any financial interest, either directly or indirectly, in any contract to which the Library is a party nor shall any such member receive a salary or any payment for material or for any services rendered the board. Board members may be reimbursed for expenses incurred in the performance of their duties. Board membership is an unpaid voluntary appointed position, and members receive no compensation for their service except for expenses specifically budgeted and authorized by the city council. The library board is subject to the local government ethics rules of ORS Chapter 244. Conflicts of interest shall be handled as specified in ORS 244.120.

**TERMS OF OFFICE; VACANCIES**

At their first meeting, the appointed members of the library board shall choose their term of office by lot as follows: one member shall initially hold office for one year, one for two years, one for three years, and two for four years from July 1 in the year of their appointment. Succeeding appointees shall hold office for a term of four years from July 1 in the year of their appointment. At the expiration of the term of any board member, the mayor shall appoint a new member or may reappoint a member for a term of four years with the confirmation of the city council. If a vacancy occurs, the mayor shall appoint a new member to complete the unexpired term with the confirmation of the city council. Mayor and council, in making appointments, shall provide that no more than two members' terms expire in any fiscal year. ~~No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year.~~ **Members wishing to continue their appointment for another term will inform the city Recorder but need not submit a new application. If a member has served two consecutive full terms, a press release shall be sent to the local newspaper of record, each subsequent term expiration thereafter, to solicit new applications for that**

position. The incumbent may be reappointed at the discretion of the interview panel and City board, committee or commission. If an individual has been off a city board, committee or commission for a year or more, they must complete a new application. Any board member failing to attend three consecutive board meetings without approval of the board may be removed by the city council and a new member appointed to complete the expired term.

## OFFICERS

Regular board meetings will require a majority members of the board to comprise a quorum. At the first meeting of each year, the board shall elect a chair and a vice-chair, who shall serve for a term of one year. The chair and vice chair shall serve for a term of one year. At the end of the fiscal year, the vice chair will assume the role of chair and the chair will assume the role of past chair and the board will nominate and elect a new vice chair. The library director shall designate a library employee to serve as secretary to the board and keep a record of its action

**Chair:** Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. Except for unanimous consent, the chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the chairs' vote shall create a tie, the chair shall refrain from voting. The chair is responsible for conferring with library director about meeting agenda items and implementation of board business.

**Vice Chair:** undertake the chair's responsibilities when the chair is unavailable to fulfill their duties.

**Past Chair:** at this time, the past chair has no set responsibilities, but duties may be assigned in compliance with Municipal Code 2.30.050.

## MEETINGS

The library board shall meet as often as deemed appropriate by the board but not less than once every other calendar month or as otherwise directed by the city council. The regular meeting in July shall be known as the annual meeting. Election of officers shall be held at that time. Special meetings can be called by the chair, or at the request of two members of the board. Special meetings of library board members of any number shall be also considered a quorum (as required by ORS 192.610). Minutes of library board meetings and activities shall be regularly submitted to the city council for review and acceptance.

## **DUTIES AND POWERS**

The duties and powers of the library board shall include:

1. keeping informed about current trends in library services and administration.
2. studying library growth and needs in the city and its vicinity.
3. recommending types of library service for the city and its vicinity.
4. investigating sources of funding for library service and facilities.
5. recommending policies for the acceptance and use of gifts for library purposes.
6. participating in the annual budgetary process of the city where the process pertains to the library.
7. recommending policies and procedures conducive to efficient and effective operation of the library.
8. encouraging widespread public support and use of the library.
9. submitting an annual report to the city council and the state library.
10. serving on ad-hoc committees and work groups as determined necessary, including, but not limited to, a material review panel when a request has been submitted to reconsider library materials.
11. making and altering rules for its government and procedure with approval of the city council.

## **GIFTS AND BEQUESTS**

The board may solicit gifts and bequests and real or personal property or funds (other than fees and fines) to benefit the library.

All property or funds shall be held in the name of the city, and each donation shall be administered by the city in accordance with its terms. Funds donated to the library shall be turned over to the city recorder immediately upon receipt and be placed in a special account to be used exclusively for the improvement of the library or as designated by the donor.

Donated funds shall be used for improvements in addition to, and not in lieu of, the normal support provided to operate the library out of the city general fund.

## **SUBCOMMITTEES**

The library board shall have the power to create subcommittees with such responsibilities as the board directs. The chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the lead of the subcommittee as needed. The subcommittee lead shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the board concerning the work of the subcommittee.

## **PARLIAMENTARY AUTHORITY**

The rules contained in the most recent edition of Robert's Rules of Order shall govern the board if they are not inconsistent with these bylaws, Oregon Revised Statutes, or City of St. Helens Ordinance No. 2627.

## **AMENDMENT OF BYLAWS**

These bylaws can be amended at any regular meeting of the board by a simple majority vote, provided that the amendment has been submitted in writing to each member prior to the meeting and such amendment(s) receive the approval of the mayor and city council.

## **PHILOSOPHY AND PRINCIPLES**

The library board goal is “stimulating individual learning and advancing society as a whole” (St. Helens Public Library Strategic Plan 2023-2028, pg. 1). The library board is guided by the following core principles: the American Library Association Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.

## **LIBRARY POLICIES**

The library board has an obligation to develop and recommend to city council for approval policies and terms of use for implementation of library business, including but not limited to Circulation Policy, Collection Development Policy, Confidentiality Policy, Makerspace Policy, Public Computer Usage Agreement, Library of Things Policy, Rules of Conduct, Wireless Internet Terms of Use, and Request for Consideration.



## CODE OF CONDUCT

1. Board members will treat each other in a courteous, respectful manner.
2. Board members are clear and focused in stating views.
3. Board members are open and direct in their communications with each other.
4. Board members will avoid personal attacks on others.
5. Board members will allow each other time without interruption for comment on all issues.
6. Board members will problem-solve responsibly and agree to disagree respectfully.
7. Board members will come to meetings prepared and on time.

Approved and Adopted ??

DRAFT

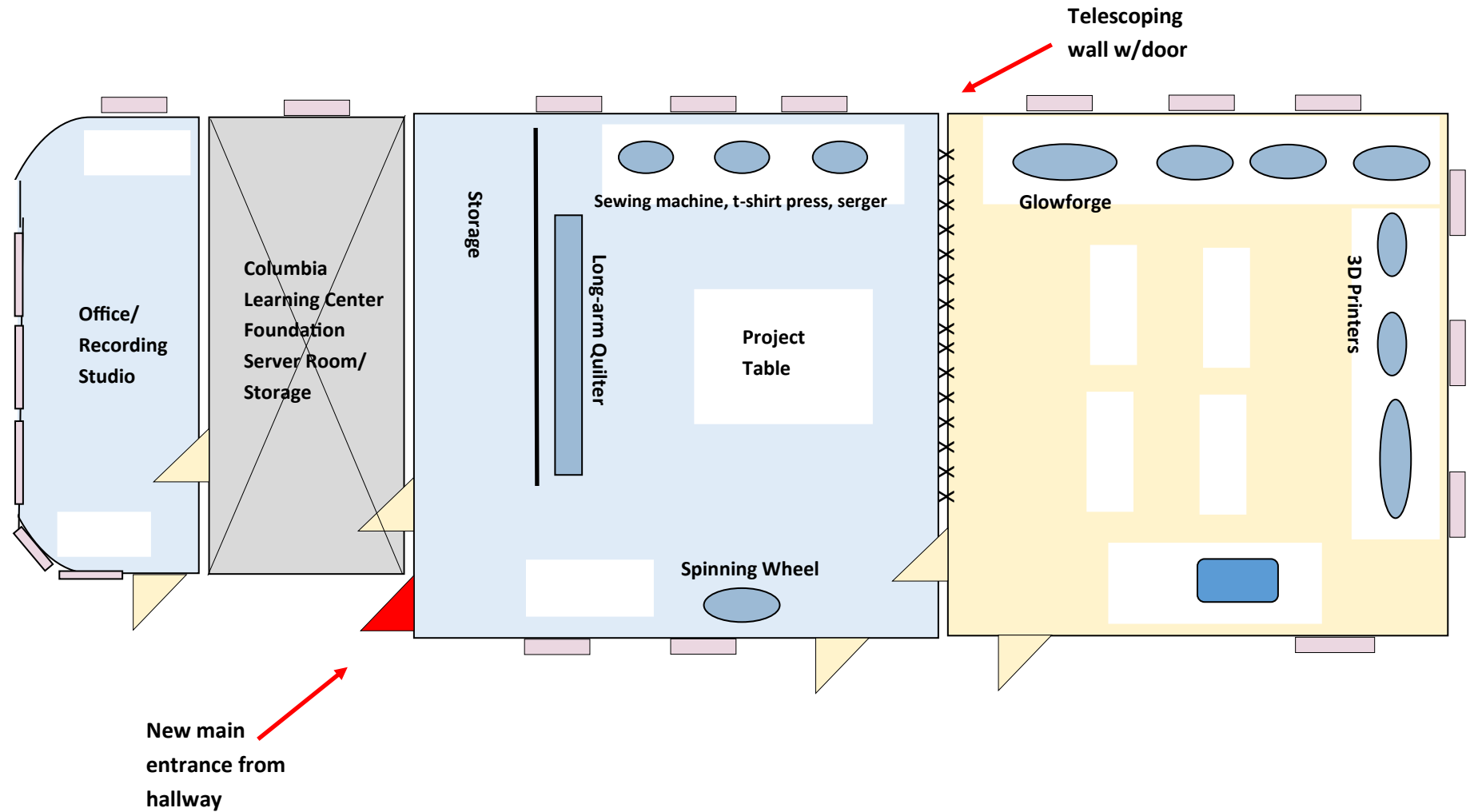


## Columbia Center Makerspace Expansion

- The Columbia Center is owned by the Columbia Learning Center Foundation (CLCF).
- Today, the Makerspace occupies 525 square feet of the building and is used for a wide variety of reasons, including youth, families and adults learning, practicing and expanding creative skills; small business and entrepreneurs prototyping and testing equipment and machine parts; people learning new skills that would help them forward their careers; being in community with others who have common interests, and others.
- The City rents the Library and Makerspace spaces until 2035, when ownership will transfer to the City. The City provides all facility maintenance for the Center and funds all utilities.
- Two offices in the building will soon be vacated by CCET and SBDC and the CLCF needs to rent/lease it.
- A total of 741 square feet will then be vacant
  - the large room adjacent to the Makerspace (525 square feet), and
  - the small bow-front office (216 square feet).
- There is also a “server” room (an additional 162 square feet), which will be used by the CLCF for storage.
- In response to community demand, the library aspires to expand into these spaces to accommodate enthusiastic community interest in the arts, i.e., spinning, quilting, knitting, painting, the paper arts, etc.
- Having two work/teaching spaces means we could run our one-on-one appointments, open hours, and classes concurrently, and expand participation in our current offerings.
- Moving our existing art-related equipment (the “A” in STEAM), i.e., sewing machine, serger, Cricut, and art materials and equipment, into the additional space, would allow us to provide more space for these activities, and would also provide much needed space for frequently used equipment, i.e., the 3D printers, Glowforge hand tools and coding equipment such as Raspberry Pis (the “STEM” in STEAM) in the existing space.
- The library has been offered a free quilting frame (10’ x 5’, \$2,000 approximate value). St. Helens has a large and active quilting guild, who are very interested in addition to other members of the public, so we are confident that it would get much use. There is no other space in the building for it.
- The small bow-front office could be used as a recording “studio,” and to store materials (books, DVD, etc.) related to makerspace activities. It could also have a small desk for staff.

- Using the existing telescope wall/door would also decrease the noise, dust and other byproducts coming from equipment such as the Glowforge laser printer and the CNC router.
- All renovations and additional furnishing would be funded using outside sources.
- The requested rent is \$1/square foot. In this scenario, annual rent/lease maximum would be \$8,892. The CLCF has said this is negotiable.

# Proposed Makerspace Expansion (Approximate Dimensions and Layout)



- Infrastructure Needed (external funding)**
- Large project table/ADA
  - Worktables (4)
  - Enlarge sink
  - Shelving units for storage (8)
  - Improve lighting in new space
  - New tile floor