



# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, May 13, 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 Minutes of April 8, 2024

### OLD BUSINESS

2. Board Member Application Process

### NEW BUSINESS

### LIBRARY DIRECTOR'S REPORT

### COUNCILOR'S REPORT

### OTHER BUSINESS

### SUMMARIZE ACTION ITEMS

### ADJOURNMENT

### VIRTUAL MEETING DETAILS

<https://us02web.zoom.us/j/86748974195?pwd=eElyM3MwN0xOenZSK2ZwVmRDS2pIZz09>

Meeting ID: 867 4897 4195      Passcode: 628104

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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, April 8, 2024 at 7:15 PM  
Virtually over Zoom

## DRAFT MINUTES

### Members Present

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

### Members Absent

Member Jessica Sturdivant

### Staff Present

Library Director Suzanne Bishop  
Library Board Secretary Dan Dieter  
Councilor Russell Hubbard

### Visitors

None

### CALL TO ORDER

Meeting was called to order at 7:16 pm by Chair Mann.

### VISITORS COMMENTS

No visitors.

### APPROVAL OF MINUTES

Minutes from February 12, 2024 were reviewed.

Motion: Upon Member Jacobson’s motion and Vice Chair Martin’s second, the Library Board unanimously approved the minutes dated February 12, 2024. [Yeas: Chair Mann, Vice Chair Martin, Member Dunn, Member Jacobson, Member Pettit, Member Salas, Member Wiener; Nays: none]

### OLD BUSINESS

SUBCOMMITTEE REPORT ON BOARD APPLICANT: Vice Chair Martin and Member Dunn met with prospective board applicant Colleen Ohler for an interview. The interview was very positive, and it was stated that she would be a very good fit for the board.

Motion: Upon Vice Chair Martin’s motion and Member Wiener’s second, the Library Board unanimously recommended Board Applicant Colleen Ohler for approval by City Council. [Yeas: Chair Mann, Vice Chair Martin, Member Dunn, Member Jacobson, Member Pettit, Member Salas, Member Wiener; Nays: none]

### DISCUSSION OF BOARD MEMBER APPLICATION PROCESS:

Vice Chair Martin wanted to know if there is a convention for the application process. It seems like the timing of creating a subcommittee and holding interviews might be better organized. The group discussed the current process and asked Director Bishop to check with City Recorder Kathy Payne to see if there is a City ordinance that gives that information. The board would like to have a basic process written out for review at a future board meeting.

**NEW BUSINESS**

Member Jacobson wanted to remind everyone that this is Library Appreciation Week and wanted to let everyone know what a great job Library Assistant Tari Johnson does with the monthly book club. She also invited everyone to write an email to Director Bishop highlighting good experiences they might have had, pleasant experiences they might have witnessed, or programs they have enjoyed. Perhaps Director Bishop can post those in the library to celebrate library staff.

**LIBRARY DIRECTOR'S REPORT**

Director Bishop stated that the City's Volunteer Appreciation Reception is being held on April 23 at 5:30 pm at the Community Center. Please RSVP to the City so they know how many will be attending. We have received two very nice printers leftover from the Cascades Mill closure. We are also going to have to replace the failed color printer and that will cost about \$1,200. Youth Librarian Keeney's last day was March 22 and we are currently working with City Administrator Walsh and the Union to draft a new job description that would incorporate Makerspace responsibilities as well as traditional youth librarian responsibilities. This position would also be responsible for recruiting guest lecturers, teachers, and instructors for programming. We are trying to preserve the position as full-time. Library Technician Woodruff and I will be presenting the story-time activities that are scheduled every week. I will run the program on Tuesday and Thursday, and she will run the program on Wednesday. She has had training through the American Library Association in the past. Library Assistant Burkhart will run the teen anime program. The Small Business and Entrepreneurs Corner is looking very good. The Growing Rural Oregon (GRO) program has given \$2,000 for that collection. The Libby magazine collection, which was enhanced with GRO funding, is already outperforming our old digital magazine program. We had a great meeting with the solar panel consultant as part of the City's plan to install a solar array next to the library building. There are two options, a smaller one that would be able to power parts of the building and a larger one that would be able to power all of the building. The array would act like a large canopy and might be able to feature a usable space underneath depending on where it is sited. Moving forward, the City would submit a proposal to the Oregon Department of Energy for a design and construction grant, for what might be up to a million dollars. This alternate power supply would reduce current power costs and provide power in cases of emergency. The Library Director's budget narrative is due to the finance department this week. The budget shows a small decrease from last year. The Budget Committee will have it's first meeting on April 25. We are no longer receiving Covid-19 tests, as the Federal government has stopped sending them out. We have a new Automated External Defibrillator (AED) that will replace the one we've had for 15 years. Adults and crafts' next program will be making a votive candle. The Book Club's next selection is *Everything I Never Told You*, by Celeste Ng. The Summer Library Challenge begins on June 17 this year. We will have many events running through the program, including a petting zoo, thanks to Member Sturdivant for the farm animals. The next library closure is May 20 which is Memorial Day. I will be out of town from April 13 through April 20.

**COUNCILOR'S REPORT**

Councilor Hubbard stated that the solar company has decided not to continue their interest in the Cascades site. Moving right ahead, there is an exciting offer from a company that wants to restart the paper mill. We will meet with them sometime this week and come to some kind of agreement. The first phase would have about 60 -70 employees and up to 150 employees. I will be at the library tomorrow to thank the library workers as part of the National Library Worker's Day.

**OTHER BUSINESS**

The next regularly scheduled meeting will be Monday, May 13, 2024, at 7:15 p.m. via Zoom.

**SUMMARIZE ACTION ITEMS**

Director Bishop will research the process for filling board vacancies. Director Bishop will send out information about the solar array. Board members are being asked to email letters to the Library Director thanking library workers for their service.

**ADJOURNMENT**

Chair Mann adjourned the meeting at 7:54 p.m.

Respectfully submitted by,

Dan Dieter

Library Board Secretary