



# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, October 14, 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.](#) Approval regular meeting minutes of September 9, 2024
- [2.](#) Approve special meeting minutes of September 9, 2024
- [3.](#) Approve special meeting minutes of September 23, 2024
- [4.](#) Approve special meeting minutes of October 8, 2024

### OLD BUSINESS

5. Bylaws subcommittee update

### NEW BUSINESS

6. Introduction of new board member

### 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, September 9, 2024 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 Colleen Ohler  
Member Lynne Pettit  
Member Fatima Salas

### Members Absent

Member Diana Wiener

### Councilors in Attendance

None Present

### 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.

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

No visitors.

## APPROVAL OF MINUTES

1. Minutes from August 12, 2024, were reviewed.

Motion: Upon Chair Martin’s motion and Member Dunn’s second, the Library Board unanimously approved the minutes dated June 10, 2024. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

## OLD BUSINESS

2. DISCUSSION OF BOARD MEMBER APPLICATION: Chair Martin stated that candidate Jay Echternach was interview and the interview committee would ask for a motion to approve his recommendation to City Council for appointment on the library board. Motion: Upon Chair Martin’s motion and Member Dunn’s second, the Library Board unanimously approved the recommendation of Jay Echternach to the City Council for appointment to the library board. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

3. BYLAWS COMMITTEE UPDATE: Chair Martin stated that the first meeting was held right before the regular board meeting tonight. The committee thought that that the bylaws should indicate how we progress through a meeting. Member Ohler thought that the bylaws should have some indication of our purpose, what guides us. Member Salas stated that the mission and values statements were recently updated.

4. UPDATED CIRCULATION POLICY: Director Bishop stated that the updated Circulation Policy was approved by City Council last week. The updated version will be posted on the City's website when there is a signed copy available.

### **NEW BUSINESS**

5. DISCUSSION OF NEW OPEN MEETINGS REQUIREMENTS: Director Bishop described the impact of the open meetings rules change. Any meeting of the board, regular or special committee will require the same process for posting meeting schedules, recording meeting activities and posting meeting minutes. This will apply to meetings that include any number of board members.

### **LIBRARY DIRECTOR'S REPORT**

Director Bishop stated that an additional policy update will involve past due accounts. The City will be asked to allow the library to remove overdue amounts that have been sent to collections that are over seven (7) years old. The collection agency isn't actively pursuing those accounts anyway. This request will be reviewed at an upcoming City Council meeting. The month of September is National Library Card Signup Month. We are trying to get to 65 new members, and to encourage participation, the library will be posting photos of new card members on social media. Communications Support Specialist and former Library Assistant Burkhart will also post some short videos highlighting some of the library's collections. The theme will be "Transformers" and will show scenes with participants in costume depicting how we can be transformed by the books we read. We have had 48 applications for the Library Assistant position, seven were scheduled to interview and three were interviewed last Thursday and we plan on having more interviews on Friday. The Cooling Center was in operation last week. There were several days that the Columbia Center remained open until 8:00 pm. Senior Center and the bowling alley were also available. The Ready to Read grant was submitted and we are waiting to hear if we will receive \$2,300 for programming. We are working on reopening the Makerspace. We have volunteers helping with counting inventory and I. T. Specialist II Cox has been updating laptops and Ipads. The Glowforge stopped working and we are looking at a work around. Purchasing a new one would cost more than \$4,000. Storytimes have restarted and the attendance has been good. The Columbia Economic Team (CET) will be moving in October to their new office in the newly renovated John Gumm school building. The Columbia Learning Foundation is in the process of trying to find new tenants for the space they occupied. The library will be closed on November 11 in observance of Veteran's Day.

### **COUNCILOR'S REPORT**

No councilor was present.

### **OTHER BUSINESS**

Not at this time.

**SUMMARIZE ACTION ITEMS**

Chair Martin noted that the bylaws will be an ongoing agenda item. Director Bishop stated that she will introduce the new board member Jay Echternach at the next meeting.

**ADJOURNMENT**

Chair Martin adjourned the meeting at 7:56 p.m.

Respectfully submitted by,  
Dan Dieter  
Library Board Secretary

# ST. HELENS PUBLIC LIBRARY SPECIAL BOARD MEETING

Monday, September 9, 2024 at 6:15 PM  
Virtually over Zoom

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## DRAFT MINUTES

### Members Present

Chair Aaron Martin  
Member Colleen Ohler  
Member Lynne Pettit

### Members Absent

### Councillors in Attendance

None Present

### Visitors

None

### Staff Present

Library Director Suzanne Bishop

### CALL TO ORDER

Meeting was called to order at 6:15 pm by Chair Martin.

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

No visitors.

### NEW BUSINESS

1. DISCUSSION OF BYLAWS: The committee discussed the current bylaws and what changes need to be made to bring them in line with the current municipal code.

### SUMMARIZE ACTION ITEMS

Plan next meeting.

### ADJOURNMENT

Chair Martin adjourned the meeting at 7:00 p.m.

Respectfully submitted by,

Suzanne Bishop, MSLIS  
Library Director

# ST. HELENS PUBLIC LIBRARY SPECIAL BOARD MEETING

Monday, September 23, 2024 at 6:00 PM  
In Person (Columbia Learning Center) and Virtually over Zoom

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## DRAFT MINUTES

### Members Present

Member Colleen Ohler  
Member Lynne Pettit

### Members Absent

Chair Aaron Martin

### Councilors in Attendance

None Present

### Visitors

None

### Staff Present

Library Director Suzanne Bishop

## CALL TO ORDER

Meeting was called to order at 6:15 p.m. by Director Bishop.

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

No visitors.

## NEW BUSINESS

1. DISCUSSION OF BYLAWS: The committee discussed the current bylaws and what changes need to be made to bring them in line with the current municipal code.

## SUMMARIZE ACTION ITEMS

Review bylaws changes. Plan next meeting.

## ADJOURNMENT

Director Bishop adjourned the meeting at 8:15 p.m.

Respectfully submitted by,

Suzanne Bishop, MSLIS  
Library Director

# ST. HELENS PUBLIC LIBRARY SPECIAL BOARD MEETING

Tuesday, October 8, 2024 at 6:00 PM  
In Person (Columbia Learning Center) and Virtually over Zoom

## DRAFT MINUTES

### Members Present

Chair Aaron Martin  
Member Colleen Ohler  
Member Lynne Pettit

### Members Absent

### Councilors in Attendance

None Present

### Visitors

None

### Staff Present

Library Director Suzanne Bishop

### CALL TO ORDER

Meeting was called to order at 6:00 p.m. by Chair Martin.

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

No visitors.

### NEW BUSINESS

1. DISCUSSION OF BYLAWS: The committee discussed the current bylaws and what changes need to be made to bring them in line with the current municipal code.

### SUMMARIZE ACTION ITEMS

Review bylaws changes. Plan next meeting.

### ADJOURNMENT

Chair Martin adjourned the meeting at 6:50 p.m.

Respectfully submitted by,

Suzanne Bishop, MSLIS  
Library Director