



ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, September 08, 2025 at 7:15 PM
Virtually over Zoom (details below)

AGENDA

CALL TO ORDER

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

APPROVAL OF MINUTES

- [1.](#) Approve Regular Meeting Minutes of June 9, 2025
- [2.](#) Approve Special Meeting Minutes of June 9, 2025
- [3.](#) Approve Special Meeting Minutes of August 27, 2025

OLD BUSINESS

4. Motion to Recommend Board Candidate
5. Strategic Plan Subcommittee report
6. Makerspace Fundraising Subcommittee report

NEW BUSINESS

7. Approve Board Terms

LIBRARY DIRECTOR'S REPORT

COUNCIL LIASON REPORT

OTHER BUSINESS

SUMMARIZE ACTION ITEMS

ADJOURNMENT

VIRTUAL MEETING DETAILS

<https://us02web.zoom.us/j/88356970914?pwd=oDwVl2viumacaD9e6xQz2q2T6wUb5r.1>

Meeting ID: 883 5697 0914 Passcode: 685504

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 or call 503-366-8217.

ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, June 9, 2025, at 7:15 PM
Virtually over Zoom

DRAFT MINUTES

Members Present

Chair Aaron Martin
Member Rob Dunn
Member Ellen Jacobson
Member Jana Mann
Member Lynne Pettit
Member Erin Wheeldon
Member Diana Wiener

Members Absent

Member Jay Echternach
Vice Chair Fatima Salas

Council Liaison in Attendance

N/A

Visitors

None

Staff Present

Library Director Suzanne Bishop
Library Board Secretary Dan Dieter

CALL TO ORDER

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

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

No visitor comments.

APPROVAL OF MINUTES

1. Minutes from the regular board meeting, May 12, 2025, were reviewed.

Motion: Upon Member Pettit's motion and Member Dunn's second, the Library Board unanimously approved the regular board meeting minutes dated May 12, 2025. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Wheeldon, Member Wiener; Nays: none]

OLD BUSINESS

2. STRATEGIC PLAN SUBCOMMITTEE REPORT: Chair Martin stated that the subcommittee met and agreed to a process for the transformational part of the strategic plan.

Motion: Upon Chair Martin's motion and Member Wiener's second, the Library Board unanimously approved the process for the strategic plan subcommittee to follow that includes gathering information

from patrons and staff to suggest possible increases or decreases in materials, services or programs to better align resources available with the needs of the community. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Wheeldon, Member Wiener; Nays: none]

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

NEW BUSINESS

NAMING LOCAL HISTORY ROOM: The group discussed several names that were suggested for the local history room, viz., The Diane Chaney Kem Memorial Room, the Marion Christensen Local History Room, the McCormick Local History Room, and the Loowit Local History Room.

Motion: Upon Chair Martin's motion and Member Dunn's second, the Library Board unanimously approved "Loowit Local History Room" as the name to be recommended to City Council for approval. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Wheeldon, Member Wiener; Nays: none]

NEW BOARD VICE-CHAIR SELECTION: The group discussed the role of the Vice-Chair and Chair Martin asked if anyone wanted to volunteer for the role. Member Jacobson stated that she would fill the role if no one else was interested. Chair Martin also stated that he would be willing to do it as well.

Motion: Upon Chair Martin's motion and Member Dunn's second, the Library Board unanimously approved Chair Martin as the new Vice-Chair for next year. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Wheeldon, Member Wiener; Nays: none]

LIBRARY DIRECTOR'S REPORT

Library Director Bishop thanked Member Wiener for her advocacy. We have two people who are interested in joining the board and she will be meeting with them this week. The board may have an opportunity to interview any prospective new board members at the July board meeting. The Institute of Museum and Library Services (IMLS) is not in the President's proposed bill or the House's. If it does not end up in the budget, the State Library's funding will be cut. The State Library's current fiscal year budget funding from IMLS (through LSTA) has been awarded meaning their funding is secure through June 30, 2026. The City Budget Committee submitted their recommendation to the City Council, and it did not include added fees or furloughs, nor did it include a cost-of-living increase (COLA). The library budget was reduced by 4% from our original proposed budget. The overall budget reduces the city reserves to 6% (20% is best practice). She submitted the Library quarterly report to City Council and they will discuss it at their June 18 work session. The Summer Library Challenge starts next week so we anticipate an increase in activity overall. The kickoff event for children will be a puppet dance party and for adults it will be a game night. The City has approved the lease with the Columbia Learning Center for the use of the rest of the building space for an expanded Makerspace. The server room in that space needs a new air conditioner. The master panel for the fire and security alarm systems were replaced. We are going to be the county's only cooling center again this year. Some of the other spaces that may be available are the Senior Center and the Bowling Alley. Six teens meet the criteria for our grant-funded Teen Internship. We will start interviewing applicants soon. Between January 1 and May 31 this year, we had 14,924 visits to the library compared to 11,952 for the same period last year. There were 204 patrons through the door on the highest patron visit day of May 8. The next holiday closure will be July 4 and 5.

COUNCIL LIAISON REPORT

N/A

OTHER BUSINESS

No other business.

SUMMARIZE ACTION ITEMS

Chair Martin described the action items. We need to submit the recommended name for the local history room to City Council for approval. The Strategic Plan Subcommittee will continue to meet and report back to the board.

ADJOURNMENT

Chair Martin adjourned the meeting at 8:01 p.m.

Respectfully submitted by,
Dan Dieter
Library Board Secretary

ST. HELENS PUBLIC LIBRARY SPECIAL BOARD MEETING

Monday, June 9, 2025 at 5:30 PM
Virtually over Zoom

DRAFT MINUTES

Members Present

Chair Aaron Martin
Member Ellen Jacobson
Member Jana Mann

Members Absent

Councillors in Attendance

None Present

Visitors

None

Staff Present

Library Director Suzanne Bishop

CALL TO ORDER

Meeting was called to order at 5:30 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 6:10 pm.

Respectfully submitted by,

Suzanne Bishop, MSLIS
Library Director

ST. HELENS PUBLIC LIBRARY SPECIAL BOARD MEETING

Wednesday, August 27, 2025 at 5:30 PM
Virtually over Zoom

DRAFT MINUTES

Members Present

Vice Chair Aaron Martin
Member Rob Dunn
Member Jay Echternach
Member Jana Mann
Member Lynn Pettit
Member Erin Wheeldon

Members Absent

Chair Fatima Salas
Member Ellen Jacobson

Councilors in Attendance

Councilor Mark Gundersen

Visitors

Kelsey Knutson

Staff Present

City Administrator John Walsh
Deputy City Recorder Lisa Scholl
Library Board Secretary Dan Dieter

CALL TO ORDER

Meeting was called to order at 6:18 pm by Vice Chair Martin.

NEW BUSINESS

1. PROSPECTIVE BOARD MEMBER INTERVIEWS: Prospective board member Kelsey Knutson was interviewed by the board.

Motion: Member Martin moved to approve the recommendation of Kelsey Knutson. No second.
[Yeas: Vice Chair Martin, Member Dunn, Member Echternach, Member Mann, Member Pettit and Member Wheeldon; Nays: none] [Secretary's note: It was discovered when drafting minutes that a second was not made on this motion. The motion will need to be re-made at the next regular meeting.]

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

Vice Chair Martin adjourned the meeting at 6:31 pm.

Respectfully submitted by,
Dan Dieter
Library Board Secretary