

**Scappoose Public Library Board of Directors
Regular Business Meeting Minutes**

January 21, 2021

7 PM

**Library Meeting Room
Also broadcast on Zoom**

Agenda

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 7:05 PM. Attending were President Curtis Francis, Lisa Lewis, Stewart Millager, Mary Jo Mazzella, and Director Jeff Weiss. Curtis lead the Pledge of Allegiance.

2.0 Public Input

There was no public input.

3.0 Consent Agenda

3.1 Secretary-Treasurer's Report

3.2 Presentation of Bills

3.3 Approval of Minutes: November 19, 2020

Director Weiss presented the Secretary-Treasurer's Report, bills, and minutes. The library has saved money over the previous year by not replacing an employee who left during the pandemic and reduced supplies spending. He noted that payments to Oregon State Retirement will increase during the next biennium from 6% of salary to 15.3% of salary. This may be because when the rate was set in the previous biennium there were no full time employees which may have set the rate artificially low.

Director Weiss discussed the monthly bills. The board discussed the auditor's report and accounting issues that need to be addressed in QuickBooks with the conversion to cash accounting. Printed copies of the audit will be mailed to board members. They have a pdf of the audit already.

Stewart made a motion to accept the consent agenda. Mary Jo seconded. Motion passed.

4.0 Old Business

1.1 Reopening of Library. Library Hours. Staffing

The library is still closed for browsing. Reopening was discussed as was the case load in the county. It was noted that Oregon is in a slight decline for number of cases. There was discussion about allowing browsing when the county leaves extreme risk.

1.2 Reimbursement for COVID-19 Supplies.

The Covid grant money has been spent. The library has a few hundred dollars in expenses that won't be reimbursed because of the grant running out of money. The board discussed what to do with the stockpiled supplies. Various ways of distributing the excess masks and gloves were discussed. The board would like to keep the supplies local and distributed to local individual businesses and individuals. The board recommended creating publicity through Facebook and Instagram to the local community.

1.3 Children's programming during pandemic

Director Weiss discussed the various types of remote children's programming and servicesthat the library is doing. The library has increased the number of weekly activity bags and partnered with the schools to distribute some activities. The library also has online forms that people can fill out to let librarians to

choose a selection of books for customers. Produce distribution has also been very successful. Children's kits may be reduced to once every 2 weeks depending on demand.

1.4 Strategic plan discussion

Possibilities of getting public feedback on the strategic plan were discussed.

2.0 New Business

2.1 Librarian's report

Reports attached for December and January. Having a closed day on President's Day was discussed. Last year, the library traded President's Day for Martin Luther King Day and the library currently closes for Martin Luther King Day and that day is used for staff training or library projects. President's Day is an open day. The board decided that the library would be closed on Martin Luther King Day for training and open on President's Day.

2.2 County Library Board election 2021

Lisa and Stewart's terms end in December 2021. Jeff asked if they planned on running again. Stewart stated he planned on running again. Lisa stated that she would like to run again, but if some other person was interested in being on the board, she would not file to let them run. Weiss said that he didn't know of anyone interested but the library has been closed, so there has not been much public interaction because of that. Lisa said she would file to run again. Weiss said he would e-mail Lisa and Stewart the application information.

2.3 Scappoose 100 planning

Director Weiss presented current plans for the Scappoose 100 year celebration. This will be a city wide celebration in August with events in all 3 city parks. Weiss is on several committees for this event.

2.4 Sheet music in library basement

The locked file cabinets were filled with sheet music. Ways were discussed to find something to do with the sheet music which may have come with Dorothy Olson when she donated the piano. The Friends of the Library will be offered the music first. Curtis suggested giving them to music teachers if the Friends don't want the music. Theresa Williamson is the teacher at the local schools and Lisa suggested contacting her to see if she wanted the music.

2.5 Meeting Room Doors Handicapped Accessibility grant/work

The library applied for and received a \$2,500 grant from Special Districts of Oregon to make the meeting room doors accessible to people with disabilities. Only one bid for the project, from Cascade Entry Solutions, in the amount of \$7,190 was received from the 3 door contractors contacted. The grant had to be spent by June 2021. The board discussed options and decided that unless we received a lower bid from the unresponsive contractors, the library would proceed with Cascade Entry Solutions. Lisa made a motion to move forward with the bid from Cascade Entry Solutions. Stewart seconded. Motion passed.

3.0 Other Business

4.0 Future Agenda Suggestions

The board wanted to talk about the budget process and setting dates. Weiss said that dates are normally set at the February meeting and that we need to recruit a couple of citizen committee members to replace previous members on the committee.

5.0 Board Comments

Weiss shared some thank you notes the library had received from the public for services during the pandemic.

6.0 Adjourn

Meeting was adjourned at 8 PM.