

Scappoose Public Library Board of Directors
Regular Business Meeting
October 15, 2020
7 PM
Library Meeting Room
Also broadcast on Zoom

Minutes

1.0 Call to Order and Pledge of Allegiance

Attending: Mary Jo Mazzella, and Jeff Weiss in the meeting room. Curtis Francis, Lisa Lewis, Jessica Whitney and Steward Millager via Zoom. The meeting was called to order at 7 PM. Mary Jo led the group in 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: September 17, 2020

Director Weiss presented the minutes, bills, and Secretary/Treasurer's report. Stewart made a motion to accept all. Curtis seconded. Motion passed.

4.0 Old Business

1.1 Reopening of Library. Library Hours. Staffing

The current state of library operations was discussed. Covid cases are increasing as the weather turns colder. After discussion, it was agreed that the library would continue with appointment operations unless the governor declared another emergency forcing closure.

1.2 Circulating Computers & Hotspots

Director Weiss reported that the library had purchased 5 reconditioned Dell laptops using Cares Act funding to circulate to the public with Office preloaded on them. The computers that were proposed at the last meeting were unavailable to order, so these were the best available at our price point. All have Windows 10, 256MB solid state drives, and an I-3 processor. He also reported getting cases and wireless mice for the computers. The library is going to purchase deep freeze software for the computers to avoid changes to the hard drive and programming that could be made by the public.

1.3 Reimbursement for COVID-19 Supplies.

Director Weiss reported that the library had received a little over \$6500 in reimbursement from Cares Act funding. This money was used to purchase PPE supplies, computers and hotspots for internet access during the pandemic and eBooks/physical books to assist parents with homeschooling their children.

2.0 New Business

2.1 Librarian's report (attached)

2.2 Children's programming during pandemic

The current children's programming was discussed. During the pandemic, there cannot be in person children's programming, so the children's librarians have been making activity kits for children that can be taken home each week. This has been happening since the beginning of summer. Normally 100 kits are made per week which is all taken by Saturday from the giveaway area of the library front porch. Director Weiss noted that the kits are more popular than many of the live programs we do because the kits can be done on the family's own schedule. After the pandemic, the library plans on maintaining this program.

2.3 Circulating computers/Chromebooks

The hotspots and laptops were discussed. The library has 5 hotspots currently in circulation. It was decided that the computers need to be in circulation within the next month.

2.4 Strategic Plan discussion

Director Weiss presented several versions of the strategic plan that evolved from staff suggestions and meetings (attached). The focus of the next few years was discussed by the board and the director. A barrier to the library expanding services is funding as it has the lowest tax rate of any library it's size in the state. This is the reason for having nearly all part time employees and not being able to offer benefits to staff. It also makes expanding services to the community difficult. The board consensus was that the library should plan to focus on funding, staff, and services in the plan. Stewart discussed wanting to be able to offer some full time employment with health benefits to staff. A five year levy of .08 was discussed. Director Weiss was asked to the average assessed value of district property by the next meeting.

Discussion focused on the document created by staff meetings that showed goals that staff wanted to pursue which centered around funding, handicapped access, full time employment, having community groups in the library and having a courier service to St Helens Library. Other areas of staff importance were programming, increasing services to the needy, and the library of things. The board thought the long range plan should focus on ideas staff were excited about completing. Director Weiss was tasked with having staff meetings and coming up with a rough draft of the long range plan by next board meeting.

3.0 Other Business

The Library's 91st anniversary is November 16. Normally the library would have a party for the community to celebrate. After discussion, the board decided that having a themed children's activity kit for the anniversary and custom cookies that could be safely given out would be how the anniversary was celebrated this year.

Director Weiss will contact Luella Nelson about the history of the children's area wall mural.

4.0 Future Agenda Suggestions

Strategic plan work. Board elections.

5.0 Board Comments

6.0 Adjourn