

**Scappoose Public Library Board of Directors**  
**Regular Business Meeting**  
**February 18, 2021**  
**7 PM**  
**Library Meeting Room**  
**Also broadcast on Zoom**

**Minutes**

**1.0 Call to Order and Pledge of Allegiance**

The meeting was called to order at 7:05 PM. Attending were Director Jeff Weiss, Stewart Millager, Lisa Lewis, Jessica Whitney, Mary Jo Mazzella, and Board President Curtis Francis. Curtis let 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: January 21, 2021**

Director Weiss presented the reports, financials, minutes, and list of bills to be paid. Bills were higher than normal because of the handicapped doors being installed in the meeting room and our annual insurance invoice being paid. Stewart made a motion to accept the consent agenda. Lisa seconded. Motion passed.

**4.0 Old Business**

**1.1 Reopening of Library. Library Hours. Staffing. Meeting room.**

The library has reopened to the public by appointment from 10 – 6 M – F and 10 – 3 on Saturday. There was discussion initiated by Jeff about when to open the library further (no appointments and having the meeting room available to the public). Different scenarios were discussed including moving away from appointments. The Oregon Department of Health considers the library to be retail, so the current maximum allowable occupancy is 25% of capacity. Restaurant guidelines and threat levels as guides were discussed. The board decided to take a cautious approach. Discussion followed threat levels as well as looking at other government offices and when they are reopened to the public. It was decided that the library would not have unrestricted reopening until the threat level was at the lowest and/or other government offices were open to the public.

**1.2 County Library Board election 2021**

Board members were reminded of the deadlines for filing for the spring county election.

**1.3 Meeting Room Doors Handicapped Accessibility grant/work**

Director Weiss reported that the handicapped doors in the meeting room have been installed and are functioning.

**1.4 Strategic plan discussion**

Director Weiss presented a series of SWOT analysis questions to receive feedback on our proposed strategic plan. Methods of publicity and the survey questions were discussed. It was decided to proceed with the 5 question survey and to promote it through the website, social media, and signs in the city

parks. Weiss also proposed getting the information into the city newsletter and the board wished for him to proceed with that.

### **1.5 Scappoose Centennial Celebration**

Director Weiss discussed plans for the August Scappoose Centennial Celebration and the work of the different committees he is on.

## **2.0 New Business**

### **2.1 Librarian's report (attached)**

The librarian's report was presented and the director discussed the various topics on it. Of note was the redesign of the children's area and the grant the library has applied for to have a family Columbia County Reads centered around the 3 different age level book version of Hidden Figures by Margot Lee Shetterly.

### **2.2 Little Free Library on library grounds**

Pictures were shown of the cabinet that will be the Scappoose Library's Little Free Library on the front porch of the library. It is a blue steel cabinet with Plexiglas inserts in the front doors.

### **2.3 Book delivery between St Helens and Scappoose**

Director Weiss reported that he has met with Casey from the Columbia Pacific Food Bank and Casey has agreed to deliver books between St Helens and Scappoose Libraries for free. The library directors will still need to meet to work out the technical end of how the interlibrary loans will be accomplished.

### **2.4 Columbia County Reads with ALA Community Conversations Grant**

Discussed under Librarian's Report.

### **2.5 Budget 2021-22 timeline & committee**

The timeline for the budget process was presented. The timeline was based on past, pre-Covid years and timelines that were used then. The committee will be approved at board meeting in March. The first committee meeting will be in April with the possibility of a second in May with final approval of the budget in June.

## **3.0 Other Business**

Director Weiss noted that he will be off for most of the first 2 weeks of March. Weiss noted that he is going to set up Jessica and Curtis to receive the same electronic notifications he receives whenever money is transferred out of the treasury account. They will also receive electronic statements. He asked if the rest of the board wanted the same notifications. None did.

## **4.0 Future Agenda Suggestions**

Evaluating the Long Range Plan based on public feedback and beginning the budget process.

## **5.0 Board Comments**

## **6.0 Adjourn**

The meeting was adjourned at 8:05 PM.