

**Scappoose Public Library Board of Directors  
Regular Business Meeting  
July 16, 2020  
7 PM  
Library Meeting Room**

**Agenda**

**1.0 Call to Order**

The meeting was called to order at 7:05 PM. Attending were Curt Francis, Stewart Milliger and Director Jeff Weiss in person. Lisa Lewis and Jessica Whitney attended via Zoom. Curt Francis led the meeting in the absence of the board president. Two members of the public attended via Zoom. Curt Francis led the group in the Pledge of Allegiance.

**2.0 Public Input**

The staff submitted letters about public reopening (attached). The board agreed to move this discussion from the old business section to this section of the meeting. The board discussed the staff letters asking the board to reconsider opening and move to appointment opening because of the increases in cases in Oregon. Jessica inquired about the patron flow in the library during open hours. Appointment length and extending library hours was discussed. How the community had been using the library during the pandemic and areas of congregation were discussed. How the virus travels in the air was also discussed. The board discussed how appointments would be made.

Curt made a motion to move the library to appointments during the rise in Covid cases in Oregon with library hours being 10-6 Monday through Friday and 10 – 3 on Saturday. Lisa seconded. The motion passed by voice vote. The Director anticipated starting this in the next week.

**3.0 Consent Agenda**

**3.1 Secretary-Treasurer's Report**

**3.2 Presentation of Bills**

**3.3 Approval of Minutes: June 18, 2020**

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

**4.0 Old Business**

**1.1 Reopening of Library. Meeting Room Access. Library Hours.**

This was discussed earlier. The board also discussed keeping the meeting room closed during the increase in cases.

**1.2 Summer Reading "Imagine Your Story".**

Around 200 children have signed up for summer reading. Staff is creating weekly activity packs for children to take and make. The library cannot do our regular summer reading activities, but we have 2 online events planned via the internet. One program is from the Oregon Natural History Museum with an architectural take and make activity. The other is an instructional program on Henna with a henna kit we will be distributing to participants.

**1.3 Reimbursement for COVID-19 Supplies.**

The library was approved by the state for reimbursement for Covid costs that were not budgeted. We will submit all non-budgeted expenses for reimbursement through the end of 2020. So far we have requested \$932 in reimbursement.

#### **1.4 Movies in the Park 2020**

The city has banned all public gatherings in city parks for 2020, so the movie series has to be cancelled.

#### **1.5 HVAC update**

The new equipment has been backordered for the past month. There is a possibility of substituting another brand, but the director decided not to do this because the library has been approved for a \$10,000 rebate from the Columbia River PUD on the equipment bid by ENTEK and if we substitute equipment, we have to get approval again from the PUD for the rebate.

### **2.0 New Business**

#### **2.1 Possibility of Library Closing Again Due to COVID Outbreak**

The board discussed steps that may be needed if the governor recommends or forces a county wide or statewide shutdown. The board decided that we need to follow state guidance and close the library again if the state recommends businesses close. There was discussion about what to do if there is a local outbreak but no shutdown guidance. The board discussed things to do to keep current staff employed during potential crises. If the library should close again, staff could work on projects from home.

#### **2.2 Librarian's Report (attached)**

#### **2.3 Long Range Plan Wish List**

The Board has a meeting planned for August 29 from 9 AM to 12 PM to work on a multiyear plan for the library. Jeff asked the board to think of the direction they would want the library to go and what goals they would like the library to pursue. Staff will have suggestions ready by the day of the meeting. Two goals the director would like to include is expanding the catalog consortium to include Vernonia and to obtain courier service between member libraries. Stewart would like the library to include a makerspace and have more things customers could use to create their own projects. Jeff noted that in order to do some of these things the library needs to have a tax increase to pay for them. He noted that if the library can get a referendum for a \$.10 per thousand increase, the library budget would increase by 1/3. This would be \$10 per \$100,000 tax increase. St Helens Library has a \$850,000 annual budget which is over 2.5 times the Scappoose Library annual budget.

### **3.0 Other Business**

Stewart made a motion to cancel the August meeting of the board.

#### **4.0 Future Agenda Suggestions**

#### **5.0 Board Comments**

The board thanked the staff for presenting their letters for ways to maintain services at the library.

### **6.0 Adjourn**

The meeting was adjourned at 8 PM.