

Scappoose Public Library Board of Directors
Regular Business Meeting
September 17, 2020
7 PM
Library Meeting Room
Also broadcast on Zoom

Agenda

1.0 Call to Order/Pledge of Allegiance

The meeting was called to order at 7:05 PM. Attending were Mary Jo Mazzella and Jeff Weiss in person, Lisa Lewis, Curtis Francis, and Jessica Whitney by Zoom. Mary Jo led the group in the Pledge of Allegiance.

2.0 Public Input

Rosemary Lohrke submitted a written request to hold private candidate meetings in the library meeting room. After discussion, it was decided to not rent the room to her because that is against current Covid policy of not renting the meeting room during the health crisis.

3.0 Consent Agenda

3.1 Secretary-Treasurer's Report

3.2 Presentation of Bills

3.3 Approval of Minutes: July 16, 2020

Director Weiss presented the bills list, minutes, and financial reports from August. Stewart made a motion to accept the consent agenda. Jessica seconded. Motion was approved

4.0 Old Business

1.1 Reopening of Library. Library Hours. Staffing

Director Weiss noted that Elizabeth had gone back to college to pursue a master's degree, so her position is open, but he is not planning on replacing that position during the crisis. He stated that with the limited opening, he doesn't think the position is needed until we go back to more normal hours. The board discussed moving to a full opening, but did not decide on a date to start that. Current hours and by appointment opening will continue.

1.2 Summer Reading "Imagine Your Story" final report.

A final report for summer reading from Wendi Andrews was shared. We had about half the participants as last year (275). All live programming was performed remotely. Most activities were weekly take and make STEAM activity kits, usually 100 kits per week. 250 of the 275 participants completed activities. 22 won prizes. We ended up having more prizes this year because of the inability to have live programming. Future programming possibilities were discussed. The free pop up cart outside the library was also discussed.

1.3 Reimbursement for COVID-19 Supplies.

Director Weiss reported that the library has received nearly \$4000 in CARES act reimbursement for PPE supplies and support for in-home learning. The library has purchased hot spots to check out, books that can help parents teach their children from home and plans on buying laptop computers to circulate.

1.4 Kitchen update final

The kitchen is complete and awaiting final building inspection.

1.5 HVAC update final

The HVAC replacement is complete and has passed all county inspections.

2.0 New Business

2.1 Librarian's report

August and September reports (attached) were presented and discussed. Director Weiss got the Scappoose Economic Redevelopment Committee to redirect the library's \$2000 grant for Movies in the Park to United Way for the Dolly Parton Imagination Library.

2.2 Circulating computers/Chromebooks

The board discussed purchasing 5 basic laptop computers to circulate to people so they can have internet and computer access during the pandemic at home. Discussion was made about getting Chromebooks, but none are available to purchase currently because of school demand. The board decided to allow the director to purchase 5 basic laptop computers running either Windows 10 or Chrome. These purchases would be reimbursed with CARES act funds.

2.3 Strategic Plan discussion

Director Weiss presented the current Strategic Plan to the board with suggestions for tasks from the plan that should be carried over to any future Strategic Plan (attached). He then presented suggestions for the next Strategic Plan compiled from meetings with staff and staff suggestions. Several of the suggestions are not obtainable with the current library budget which is the smallest of any similar library in the state and less than half the budget of St Helens Library. Discussion was made about pursuing a 5 year levy to support the library. Stewart suggested putting the levy on the ballot next year based on items in the Strategic Plan with a listing of what the library would purchase with the money. Director Weiss recommended looking forward to a two year timeline for the levy. Mary Jo asked what a levy would bring in. If the library got a .08 per \$1000 additional levy, it would bring in about \$100,000. With the current fixed levy, the library can continue at its current level, but additional services and staff benefits like health care are not possible. The board and staff are also concerned about earthquake preparedness for the library as well. Creating a maker space and what it could cost was discussed for a lengthy time. The board decided to center the next Strategic Plan on facility improvement and staff. Health insurance costs for staff were discussed. Stewart asked if we had a partner to negotiate insurance with insurers. The library as a member of Special Districts of Oregon uses them to negotiate insurance coverage.

The board decided to not have a retreat to plan the Strategic Plan, but to devote the bulk of the next public board meetings to the Strategic Plan.

3.0 Other Business

None

4.0 Future Agenda Suggestions

Items related to strategic planning.

5.0 Board Comments

6.0 Adjourn

The meeting was adjourned at 8:10 PM.