

**Scappoose Public Library Board of Directors
Regular Business Meeting
November 19, 2020
7 PM
Library Meeting Room
Also broadcast on Zoom**

Minutes

1.0 Call to Order and Pledge of Allegiance

Attending: Director Jeff Weiss, Board members Curtis Francis, Lisa Lewis, Stewart Millager, Jessica Whitney all via the Zoom platform. The meeting was called to order at 7:05 PM led by Curtis Francis. Curtis 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: October 15, 2020

Director Weiss reviewed the Financial Report for October. The presentation of bills was also discussed with annual bills highlighted and the director's reimbursement request for public computer software discussed.

Lisa made a motion to accept the Consent Agenda. Jessica seconded. Motion passed

4.0 Old Business

1.1 Reopening of Library. Library Hours. Staffing

Director Weiss discussed the library during the statewide freeze. The library has returned to curbside pick up only and will still allow patrons to use the computer and make copies. Curtis asked about the computer use during the freeze and Weiss said the staff is limiting to a half hour of use. Curtis asked about how the staff is feeling about coming to work. Weiss said he had offered partial work at home to staff but it has mostly not been taken advantage of by staff. Weiss noted that the library will be trained on and will comply with the new Oregon OSHA rules for workplaces during Covid. This will require moving staff workstations so that no one will work within 6 feet of each other. Even though the library is not required to have a written plan, it was decided to have a formal, written plan.

1.2 Circulating Computers & Hotspots

Computers have been set up for circulation. Director Weiss said he has one checked out to a customer as a beta test. The computers have Office and Adobe on them as well as Deep Freeze which locks the hard drive so that malicious software can be avoided.

1.3 Reimbursement for COVID-19 Supplies.

The board discussed the COVID-19 relief grant, the resolution to accept the grant, and items to spend grant money during the last month of the grant. Because this is a special purpose grant, according to Jean Jitan at the state budget office, the library board needs to pass a resolution to accept the grant and adjust the library budget to reflect the grant. The revised budget needs to be kept on file, but does not

need to be filed with the county recorder. Getting Little Free Libraries to place in town, getting a camera kit that could be used for videoconferencing, spending money on the Dolly Parton Imagination Library for mailing books to children, purchasing more computers to lend, and spending money on other activity kits for children were discussed. The board discussed possibilities and decided to pursue these options using \$5000 for mailed books, purchasing a camera for videoconferencing, purchasing more computers, purchasing more PPE, and purchasing little free library kits to distribute books from in local parks.

1.4 Children's programming during pandemic

Weiss discussed the children's take and make activities that the Children's Librarians have been distributing during the past several months in lieu of in person programming. He demonstrated the kit that was distributed the week of the library's 91st Anniversary.

1.5 Strategic plan discussion

Director Weiss presented the strategic plan draft that was created through meetings with staff (plan attached). The plan has 5 components: Core Collections and Services; Programming; Community Outreach and Engagement; Facilities/Technology; Fundraising; and Staff. Each section and action step of the plan was explained to the board. The board was concerned about the mental health of the local community and wanted to emphasize the Community Outreach and Engagement component of the plan. The board also thought issuing temporary cards to people who are in Scappoose temporarily was a good idea.

The plan was discussed by the board. Stewart though it was a very large plan. The next step is to get public feedback. The board tasked Weiss with getting public feedback through the website and social media channels.

2.0 New Business

2.1 Librarian's report

Attached. Director Weiss presented the report and discussed highlights.

2.2 Election of board officers for year 2021

Curtis Francis was nominated to be president by Lisa Lewis and accepted. Lisa nominated Jessica Whitney to be vice president. She accepted. Lisa made a motion to put the slate of officers forward. Stewart seconded. Officers were elected unanimously.

2.3 Resolution 70-20 to accept Federal Coronavirus Relief Funds (CRF), a special purpose grant to reimburse library for unbudgeted coronavirus expenses

Director Weiss read Resolution 70-20 to accept Federal Coronavirus Relief Funds (CRF) (attached). Stewart made a motion to accept the resolution. Jessica seconded. 4 yeas. No nays.

3.0 Other Business

Counsellor Greisen called the director to discuss putting a permanent food pantry outside in the park which is a project with a school child. The board is in favor, but Director Weiss is concerned about the food being used as projectiles. Placement of the pantry was discussed. The board thought it should be in a well-lit area closer to city hall. The board decided to recommend that the pantry be placed nearer to city hall than the library and Watts House.

4.0 Future Agenda Suggestions

5.0 Board Comments

6.0 Adjourn

The meeting was adjourned at 8:20.