

**Scappoose Public Library Board of Directors
Regular Business Meeting
March 19, 2020
7 PM
Scappoose Library Meeting Room**

Agenda

1. Call to Order and Pledge of Allegiance

The meeting was called to order at 7:05 PM. Attending were Lisa Lewis, President Mary Jo Mazzella, Curtis Francis, Stewart Millager, Jessica Whitney. Director Jeff Weiss. Mary Jo led the Pledge of Allegiance.

2. Public Input

There was no public attendance.

3. Consent Agenda

3.1. Secretary-Treasurer's Report

3.2. Presentation of Bills

3.3. Approval of Minutes February 20 2020

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

4. Old Business

4.1. Budget meeting dates/committee Delay Budget Committee meeting until May

Director Weiss recommended delaying Budget Committee meetings until May from April due to the COVID-19 outbreak. Recommended dates were May 21 before board meeting with a second meeting if needed June 11. These new dates were adopted

4.2. Kitchen Remodel Project

Contractor work for the kitchen remodel will be finished by the first week of April as reported by director Weiss. The director reported that he needed to check and see about ADA requirements before ordering and installing wall cabinets. One possible option if wall cabinets are not acceptable under ADA, we could put storage on the bottom shelf of the prep table.

4.3. Long Range Planning Delay until May

Because of COVID-19, director Weiss recommended delaying the long range planning session from March 28 indefinitely during the virus outbreak. The current long range plan expires in 2020. The board agreed.

New Business

5.1 Librarian's report

Attached. We have hired Deja Hodes for the part time clerk position. She has not started due to the library closure.

5.2 Pandemic Response Plan

Director Weiss presented a proposed Pandemic Response Plan for the current and future pandemics which incorporates requirements from the just ratified Families First Coronavirus Response Act. The board also wanted Elizabeth to work from home starting immediately until she delivers and goes on pregnancy FMLA leave. The board also discussed how to determine possible reopening dates. Stewart recommended following the school's actions for guidance. The board discussed the possibility of delivery of materials or curbside pickup of library materials. The board was also concerned about the lack of testing available for citizens. Currently the board recommended closing through the end of March and bases a decision on whether to reopen on data available then. The library is currently operating at level 3 of the proposed response plan. The board decided to go forward with non-contact curbside pickup. The board passed the Pandemic Response Plan with the addition of the phrase "federal, state, county, and local laws will override this policy as required" and changed hours of operation to 10 – 6 Monday through Friday. Stewart made a motion to adopt. Curtis seconded. Response plan was adopted.

5.3 Dorothy Olson Paintings

Dorothy Olson's daughter has asked for the paintings Dorothy painted and are on display throughout the library. Curtis made a motion to return the paintings to Dorothy's heirs. Stewart seconded it. Motion passed. The board also expressed interest in having local artists show their paintings in the library.

5.4 Appoint Budget Officer

The board appointed Jeff Weiss budget officer for the upcoming budget year.

5 Other Business

The board discussed what to do with the meeting room piano. Director Weiss stated they had made a place for it upstairs in the "loud" side of the stacks.

6 Future Agenda Suggestions

Updates on COVID-19 and local and library responses.

7 Board Comments

8 Adjourn