

**Scappoose Public Library Board of Directors  
Regular Business Meeting  
April 23, 2020  
7 PM  
Scappoose Library via Zoom**

**Agenda**

**1. Call to Order and Pledge of Allegiance**

The meeting was called to order at 7:09 PM. Attending: President Mary Jo Mazzella, Curtis Francis, Lisa Lewis, Director Jeff Weiss

**2. Public Input**

There was no public input.

**3. Consent Agenda**

**3.1. Secretary-Treasurer's Report**

**3.2. Presentation of Bills**

**3.3. Approval of Minutes March 19 2020**

Lisa made a motion to accept the documents. Curtis seconded. Motion passed.

**4. Old Business**

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

Due to COVID-19, Budget Committee meeting dates have been moved to May 21 with a second meeting if needed June 11. This differs from the normal practice of having the first meetings in April and the second in May. Meetings will also be held this year via teleconference instead of in person and will comply with the Governor's declaration for remote public budget meetings.

**4.2. Kitchen Remodel Project**

Director Weiss noted that all contractor work on the new kitchen area of the meeting room is complete and that he had repainted the wood trim in the room.

**5. New Business**

**5.1 Librarian's report (attached)**

**5.2 Pandemic Response Plan. Steps to library reopening. Meeting room and library activities.**

The board discussed a reopening plan. They viewed a draft 5 stage plan from Lake County Library District (attached). Scappoose is currently operating at stage 2 of the Lake County Plan (take out only). The board also discussed the governor's reopening plan. At the last meeting, the board had decided to reopen when the schools did. That is not possible now.

Curtis discussed reopening when the county and library get to a stage II level on the Lake County Plan. The largest impediment to reopening is how to maintain safety for children and those around them. Occupancy will need to be limited and occupancy in the first floor will need to be limited especially in the children's area. Library activities will need to be eliminated or substantially redesigned.

Distancing in the aisles and one way aisles were discussed. Only entering via the front entrance and leaving through the back door was also discussed. Also discussed was not allowing unaccompanied children in the library. It was agreed that the library would not reopen until phase 2 and then open with occupancy and use restrictions.

Allowing public use of the meeting room was discussed. Most programs would be taking place on the weekend and cleaning between use is an issue even during the week. It places both the public and the staff at risk. The board wants the staff to place emphasis on our primary mission and providing a meeting room is not our primary mission. The board decided to close the meeting room for private rentals for the foreseeable future.

### **5.3 Repurpose 25% of Oregon Community Foundation grant.**

The Oregon Community Foundation notified that we can repurpose remaining money in our kitchen remodel grant to other purposes because of COVID-19. Director Weiss proposed repurposing 25% of the grant (\$3250) to the general fund use of the library. Because the library acted as a general contractor for the project, several thousand dollars were saved on the remodel. This would leave over \$3000 in total for library of things items to circulate to the public. The board approved this. Lisa made the motion. Curtis seconded.

## **5 Other Business**

Lisa and Curtis agreed to come in and sign checks to pay the library bills. Director Weiss asked the board for permission to move the utility bills (Water, security, and internet/telephone) to a checking account draft from the credit card to help with the library's low credit card limit. At the present time with the credit union closed, it would be impossible to get a credit limit increased. The board agreed to this.

## **6 Future Agenda Suggestions**

## **7 Board Comments**

## **8 Adjourn**

The meeting was adjourned at 8 PM.