

**Scappoose Public Library Board of Directors  
Regular Business Meeting  
May21, 2020  
After 6:30 PM Budget Committee Meeting  
Scappoose Library via Zoom**

**Minutes**

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

The meeting was called to order at 7:10 PM. Attending was Director Jeff Weiss, Board President Mary Jo Mazzella, Curtis Francis, Jessica Whitney, and Lisa Lewis.

**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 April 24 2020**

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

**4. Old Business**

**4.1. Kitchen Remodel Project**

Director Weiss reported that the major work to the kitchen remodel is complete. Cabinets do not need to meet ADA, so the library ordered 2 cabinets to hang above the prep table. The stove vendor refunded \$70 because of damage during delivery that does not affect appearance or function.

**5. New Business**

**5.1 Librarian's report.**

Attached. Director Weiss reported that Elizabeth is planning to return to work from FMLA on June 18. The board discussed moving some of her hours to work from home as she has a newborn at home. The board also discussed the new direction for operating a summer reading program during the COVID crisis. Parents will be in charge of goal setting and monitoring if their children are meeting those goals.

**5.2 Steps to library reopening. Meeting room and library activities.**

The board discussed a revised reopening plan based on Oregon county reopening phases. The grid plan is attached. The board discussed building capacity with social distancing, bathroom access, requiring facial masks of customers and capacity of the different areas of the library. Having the front door be entrance only and the back emergency exit as exit only. The teen room and meeting room would be closed. Seating would substantially be reduced and the sofas would need to be removed. There was

debate about limiting people in an area versus having a total number of people in the library at one time or a combination of the two. Signage would be needed.

The board did not think there would be many problems with patrons maintaining social distancing as they are mostly used to it from other activities. Quarantining items taken off the shelf was discussed and it was decided that the library would set carts around for patrons to set items on. Those items would be quarantined for 3 days.

The board agreed that we would implement a variation of the plan presented for reopening.

### **5.3 Drive in movies at Columbia County Fairgrounds.**

There was considerable discussion about the proposal to partner with the fairgrounds to show drive-in movies there. The library would supply equipment and film rentals. The fairgrounds would collect a parking fee and supply volunteers to staff the event. The board thought that given the current situation, this was a good idea, but they were concerned about the costs and staffing. Director Weiss thought we could get sponsors to cover part of the cost. The contract with the fairgrounds is critical because it will set the costs the library would incur. The board decided to pursue this activity if the library can afford the cost. There has been a lot of public interest in this event.

### **5.4 Claiming reimbursement for COVID-19 expenses.**

Director Weiss reported that the library is eligible for reimbursement for COVID expenses for materials and staffing in excess of normal operations. He stated that he had applied for \$923 to reimburse EFMLA and PPE expenses through May 15. It is expected that there will be another round of reimbursements through the CARES act in July.

## **5 Other Business**

## **6 Future Agenda Suggestions**

Drive in movies update, summer reading update, Reopening update.

## **7 Board Comments**

The board was concerned about the health and safety of the staff and wanted to thank the staff for their continued work during the crisis.

## **8 Adjourn**

The meeting was adjourned at 8:15 PM.