



**Scappoose Public Library Board of Directors
Regular Business Meeting
July 15, 2021
Library Meeting Room
Also broadcast on Zoom**

Minutes

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 7:05 PM. Attending were Lisa Lewis, Curtis Francis, Linda Vermillion, Mary Jo Mazzella, and Library Director Jeff Weiss. Curtis was via Zoom, the rest were in person. Jeff Weiss 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: June 17, 2021

Director Weiss presented the Secretary Treasurer's report. He noted that the budgeted amount in the Capital Improvements account is incorrect. The money in that account on the financial report is just the money budgeted for furniture and does not include the money budgeted for the HVAC replacement and handicapped accessibility retrofits that were budgeted and completed in the 2020-21 fiscal year. The bookkeeper is fixing that in the reports. One member asked what the bill from Overdrive was for. Weiss explained that this is our annual eBook subscription bill. The bill list was reviewed by the board. Lisa made a motion to accept the Consent Agenda. Mary Jo seconded. The motion passed.

4.0 Old Business

1.1 Reopening of Library. Library Hours. Staffing. Meeting room reopening.

Director Weiss stated that the library is fully open and are asking patrons to wear masks but are not requiring. The library has not reinstated evening hours. All summer programming is being done in Heritage Park rather than the meeting room. The library is also renting the meeting room out to the general public effective July 1.

1.2 Scappoose Centennial Celebration

Director Weiss discussed events planned for the Scappoose Centennial August 13th and 14th. The library is responsible for many of the activities in Heritage Park including all children's and family activities. He discussed events planned for the event with the board.

1.3 Columbia County Reads with ALA Community Conversations Grant

Director Weiss outlined events planned for the end of September for this year's Columbia County Reads. The book featured is Hidden Figures by Margot Lee Shetterly. All libraries are planning a children's and an adult event based around the book or a science activity. The large event that is being planned is a program about a Columbia County hidden figure who was a Japanese codebreaker in WWII. This event would take place in the Columbia Center auditorium in St. Helens.

1.4 Summer Reading Program 2021

Summer Reading activities were discussed. There is storytime every Wednesday at 10:30 AM and events for older children every Saturday until August 21st.

1.5 Movies in Heritage Park

The schedule of Movies in the Park and activities for the movies in August and September was discussed.

1.6 Library Mural and Grant

Tumblewheel Studios received the grant for teen summer activities from the Oregon Community Foundation and are recruiting teenagers for the library mural. The library board has approval of the mural design. The Board will need to have a special meeting in the first week of August to review and approve the library mural designs. Weiss said that he would know by July 23 how many students are participating and a timeline for approval and execution. He will call a special meeting when the students have a proposal ready so a design can be approved before the Centennial and the students can work on painting the mural during the Centennial August 13th and 14th. The meeting will need to be a legally noticed public meeting.

1.7 State ARPA Grant

The library received an ARPA grant, but not for the entire amount requested. The money requested for eBooks was removed from the grant leaving the money for items for Heritage Park and books and activity kits for underprivileged kids. The total grant amount awarded was \$15,400. Of that, \$9000 is for park items (solar chargers, bottle filling station, picnic tables) and \$5000 is for books and activity kits. There is a 10% contingency built into the grant to help anticipate cost increases.

1.8 Strategic Plan

The board reviewed responses to our strategic plan survey and discussed them. One often repeated request was for expansion of interlibrary loan service, which the library currently provides. The most often request was the ability to get things from Multnomah and Washington counties. Weiss stated he thought this was a want that people wanted to be able to see the holdings of those counties integrated in the Scappoose Catalog with the ability for electronic holds from the collections of those other counties. The library does borrow from those counties, but it is a manual process and we have to pick up the materials from the other libraries. Another want was to be able to place items on hold when they are ordered from a distributor. There is a way to do this but it is staff time intensive Weiss noted. It requires loading the records into the computer twice and creating temporary holdings so that the item can be placed on hold before it is barcoded.

Strengths and weaknesses noted by respondents were discussed. Strengths noted were related to staff. Weaknesses were related to funding and the size of the library. Curtis noted that the comments in the survey seemed separated from the strategic plan proposal.

Director Weiss requested that the Strategic Plan be discussed, reviewed and possibly approved at the next board meeting. The board agreed.

2.0 New Business

2.1 Swearing in of board member Linda Vermillion

Newly elected library board member Linda Vermillion was sworn in and took the Oath of Office for the Library Board.

2.2 Librarian's report

Director Weiss presented and discussed the July librarian's report (attached)

2.3 Requests from United Way and NARA Center.

The library had received requests for educational activities from United Way. We have paid for these out of our programming budget this summer. The activities are distributed with food boxes to needy families. We received an emailed request for Native American and popular books from NARA, but when we followed up with their director, they told us it was not a legitimate request.

The library plans on using money from the ARPA grant to fund United Way requests and requests from other social service agencies in the county for activity kits and appropriate books for children.

2.4 Board Meeting in August?

The board decided to not meet in August.

3.0 Other Business

The board discussed the special meeting date to approve the mural design. The date was decided to be August 5 pending the completion of proposals from the student class.

4.0 Future Agenda Suggestions

Adoption of Strategic Plan.

5.0 Board Comments

6.0 Adjourn

The meeting adjourned at 8:25. Lisa made the motion. Curtis seconded.