**District Board Meeting**

**Tuesday, May 12, 2020**

**Minutes**



**Attending**

**Board: Stephen Hillis, Susan Stovall, Karen Esvelt, Guy Chittenden, Royce Embanks**

**Staff: Jane Ellen Innes, Laura Jones**

**Guests:** Fred Gast, Jr.

**I. Call to Order**

Chairperson, Stephen Hillis, called the meeting to order at 2:15 pm.

**II. Acceptance of Agenda and Establishment of a quorum**

A quorum of the Board was present. Susan Stovall moved, Royce Embanks seconded, to accept the agenda with flexibility. The motion passed unanimously.

**III. Public Comment**

There were no public comments.

**IV. Accept Minutes – April 14, 2020**

Stovall moved, Karen Esvelt seconded, to accept the minutes as presented. Logistics of Gast's May meeting were clarified, and a typo corrected.

**V. Library Spotlight – Architect**

The final report is ready to be presented. Gast provided an update on the due diligence study and discussed the planning and development of the WCC site from City perspective. The city planner is agreeable to moving part of the existing high school building to accommodate the Library. The focus of the study commissioned by the Board was to determine options for keeping the Library on the current site and allow for a similar comparison with possibilities for the WCC site.

Planning and Development Issues for the current site

1. *Flood plain/floodway.* Gast believes this will not be an issue when bridge issues are resolved and thought to occur within two years.

2. *Residential properties.* The two contiguous residential lots are zoned differently. The JCLD and its Annex are both open space zoned. The residential lot to the north of the Annex is zoned residential (R2). The property north of the Main Library is zoned commercial. The residential zone would need to be changed to open space. Rezoning is generally a 120-day process, a consideration when creating timelines.

3. *Parking.* Libraries are required to provide 3.3 off-street parking spaces for every 1000 gross square feet of a building. A 20,000 square foot facility must have 72 parking spaces. Based on existing property configurations, 32 spaces are available. All three lots west of the Main Library could be used for parking; however, reaching the 72-space threshold would still be questionable.

4. *Logistics.* Demolishing the current Library and Annex is required to build a new library on the existing site. The Library would need to be two stories, which doubles the existing square footage. The WCC location offers space for a larger library.

Gast shared a series of drawing (1) existing, (2) block plan, (3) potential floor plan, (4) conceptual building. The specific configuration of a library at WCC would be shaped differently because of lot size differences. Gast will present final drawings at a future Board meeting. Embanks suggested Cost-benefit analysis of staying or moving.

**VI. Financial Review**

Budget item corrections. Innes is reviewing the 2019-20 budget, any expense items charged to the place are moving to the correct line item before the June Board meeting. There was a brief discussion about the Film Expenses line item. Stovall moved, seconded Embanks, to accept the budget as presented. The motion passed unanimously.

**VII. Old Business**

1. *Genealogy Center Status Report*. The security system is in place; facilities maintenance projects are next. Library staff has applied to the City for a Building Improvement Grant.

2. *Board Governance Refresher Update.* Based on the consultant's schedule, the Governance Refresher will occur late summer/early fall.

3. *Legacies and Bequests.* In progress. The goal is to have all funds received by the Library by June 30.

**VIII. New Business**

1. *Library Director Contract Review/Renewal/Negotiation*. This item was tabled until a face-to-face meeting was possible. Stovall will provide Hillis with the relevant documents, and Hillis will schedule an Executive session.

2. *Policies.* Monitor: Ex Limitations Policy: Treatment of Staff. The Board determined it complies.

3. *COVID-19 Update.* DPL, CCL, and JCLD have been meeting weekly to coordinate re-opening timelines for each facility. JCLD will have a limited re-opening starting at the end of the month. Access will follow Oregon Health Authority guidelines. Computers are farther apart; staff will disinfect after each use. Circulation is setting up a procedure for sanitizing books (UV-C light set at the end of the day). The janitor cleans weekly right now. A revised cleaning schedule may be required.

COVID-19 has changed the Summer Reading Program considerably. Instead of having the SRP centered at the Library, the Youth Services Department is working with the School District and will use the free lunch sites at the high school, Warm Springs K-8. Materials will also be distributed by bus to four different routes. Changing the program's logistics means increased costs. The staff is busy thinking about ways to secure additional funds.

**X. Reports**

1. *Director Report*

Innes reported on staff activities while the Library has been closed. The interior updates continued. Staff is using the downtime to prepare and add content to the new Website, which will launch the first week in June. The site will provide access to the databases supported by the State Library, and we are purchasing Ancestry.com, HeritageQuest, and Fold3 (genealogy databases), along with Chilton’s online and Tumblebooks (once Tumblebooks is no longer available free of charge).

The Annex Team has finished the reorganization of the Annex basement. The Friends of the Library Twice Read books are ready for browsing, and The Friends is also planning to post a list of available titles so anyone can check, in advance, to see if a particular book is available.

2. *Department Reports*

The Board reviewed the staff complied department reports, and the Youth Services online storytime statistics. Online storytime posts Monday-Thursday. Bilingual storytime on Thursday has been the most popular. The Team posts a new Weekend Challenge on Fridays.

3. *Property Summary*

Postponed until June.

4. *Film Committee*

Free Friday Films resume in September.

**XI. Other Business**

There was no other business.

**XIII. Adjournment**

With no further business before the Board, Stovall moved, Embanks seconded, that the meeting adjourn at 4:00 pm. The motion passed unanimously.

Respectfully submitted,

Jane Ellen Innes

Secretary to the Board