



# MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,  
January 6, 2021  
Zoom

---

The Library Advisory Board of the City of Sandy was called to order on Wednesday, January 6, 2021, at 6:00 PM, in the Zoom, with the following members present:

- PRESENT:** Board Member Dale Scobert, Board Member Heather Michet , Board Member Jeri McMahan, Board Member Lynne Pollard, and Board Member Kathleen Draine
- EXCUSED:** Board Member Blanca Doroteo
- STAFF/LIAISON PRESENT:** Library Director Sarah McIntyre

## AUDIENCE MEMBERS:

### 1. ROLL CALL

- 1.1. Technical difficulties. No recording available. Abbreviated minutes.

### 2. APPROVAL OF MINUTES

- 2.1. Meeting Minutes

Approved with a correction in section 5.2 from "are" to "our".

[Library Advisory Board - 04 Nov 2020 - Minutes - Pdf](#)

### 3. NEW BUSINESS

- 3.1. Staffing Update

- City Manager requested temporary downsizing of staff due to pandemic and loss of fines/fees revenue (approximately \$16,000).
- Had already reduced substitute hours by 94%

- 5 staff were affected for a total of 18.25 hours

## 4. OLD BUSINESS

### 4.1. Reporting on Strategic Plan

- Sarah presented slides showing data on the objectives in the Strategic Plan.
- The pandemic shutdown in mid-March 2020 dampened the results of many.
- Some observations:
  - Board book circulation may be an outdated notion due to digital services (BookFlix) and checkouts.
  - Many objectives had already been achieved in previous years.
  - Virtual storytimes should remain as it gives families the chance to "attend" at their convenience.
  - The Goal: All ages will have creative hands-on educational and entertainment programming, was not designed with Take&Makes in mind, but these should be counted in this section.
  - Programs for Spanish speakers were affected by the loss of Dia de los Ninos (April 2020) and ESOL tutoring mid-March - June 30 2020).
  - In Learn to Read and Write goal: Kids and Teens will have improved reading and writing skills. Objective 3 (By June 30th, 2022, circulation of fiction and non-fiction print materials for kids and teens will maintain at current levels.) should include digital materials.

### 4.2. Library District Advisory Committee (LDAC) Update

- LDAC Zoom meeting held 1/5/2021
- Reports on the new Gladstone/Oak Lodge Library Board and it's LDAC representation (2 reps) might merit discussion with the County Administrator because of disparity between Sandy/Hoodland LDAC representation (1 rep).
- Also County building contribution to Hoodland as compared to Oak Lodge and Happy Valley.

## 5. STAFF UPDATES

### 5.1. New COVID-19 County Risk Category Framework

- Once risk categories improve - we will institute limited in person browsing

### 5.2. Online fine payments

County finance and procurement slowing down process.

## 6. ADJOURN

### 6.1. 7:30 pm



# MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,  
November 4, 2020  
Zoom

The Library Advisory Board of the City of Sandy was called to order on Wednesday, November 4, 2020, at 6:00 PM, in the Zoom, with the following members present:

- PRESENT:** Board Member Dale Scobert, Board Member Heather Michet , Board Member Jeri McMahan, Board Member Lynne Pollard, and Board Member Kathleen Draine
- EXCUSED:** Board Member Blanca Doroteo
- STAFF/LIAISON PRESENT:** Library Director Sarah McIntyre and Councilor Bethany Shultz

## AUDIENCE MEMBERS:

### 1. ROLL CALL

### 2. APPROVAL OF MINUTES

#### 2.1. Meeting Minutes

- Kathleen Draine wanted to clarify a statement in 2.1: add a comma after formula, and put quotes around "to be reviewed at the next meeting"
- Heather Michet suggested removing the word 'with' before the quoted statement.

**Heather Michet made a motion** to approve the minutes as amended **Lynne Pollard seconded the motion. CARRIED. unanimously.**

### 3. NEW BUSINESS

#### 3.1. Mask Policy

- Kathleen Draine sent an email with some edits to the mask policy before the meeting. These edits were accepted.

**Jeri McMahan made a motion** to approve the Mask Policy as edited **Lynne Pollard seconded the motion. CARRIED. unanimously.**

**3.2.** Boards and Commissions Code of Conduct

- Discussed the Code of Conduct.
- Members agreed to sign the acknowledgment of the Code and return to the library.

**3.3.** Facebook as a dissemination platform

- Discussed information dissemination as a whole using the Wildfires as an example.
- Sarah mentioned the change in website company that was coming, noting that it should be much easier to disseminate information through the new City website.

**4. OLD BUSINESS**

**4.1.** Library District Advisory Committee (LDAC)

- Kathleen Draine - LDAC Representative let the group know that LDAC has not met. She has emailed the Chair to ask about meeting.

**5. STAFF UPDATES**

**5.1.** Next steps in reopening the libraries

- We discussed that the library hopes to add browsing by appointment in the next few months.
- Heather Michet asked about browsing the Friends of Sandy Library (FoSL) Booknook.

**5.2.** How current services are being utilized

- Sarah gave statistical information on how our current services are faring.
- Sarah will send wording for Computers by Appointment at Hoodland Library to Jeri McMahan and Lynne Pollard

**6. ADJOURN**