

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 - Board book circulation may be an outdated notion due to digital services (BookFlix) and checkouts.
 - o 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.

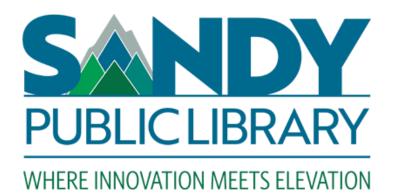
5. STAFF UPDATES

- **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

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• 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