



CURRY  
PUBLIC  
LIBRARY

94341 Third Street, Gold Beach, OR 97444; 541-247-7246

## CURRY PUBLIC LIBRARY BOARD MEETING MINUTES

April 23, 2021 at 4:00 pm

Curry Public Library

Minutes by Jeremy Skinner

### 1. Call to Order @ 4:00 pm

-In attendance: Tim Scullen (Lib. Board), Jeremy Skinner (Lib. Director), Sandy Grummon (Lib. Board), John Harper (Lib. Board), Jerry Herbage (Lib. Board), Alaina Pepin (Lib. Board), Jim Boyle (FOL President), Kerry Armstrong (Budg. Comm.), Pat Renner (Budg. Comm.), Frosty Coleman (Budg. Comm.), Sergio Martinez (Budg. Comm. – Zoom), Rebecca Marcus (Lib. Staff), Karlie Wright (Lib. Staff), and Jordan Popoff (Lib. Staff).

### 2. Library Mission Statement – read by Tim Scullen

### 3. 1<sup>st</sup> Budget Committee Mtg. – see attached minutes

### 4. Citizen Concerns: none

### 5. Review of Minutes from March 26, 2021

-Herbage made a motion to approve the minutes as amended. The motion was seconded by Scullen. The vote in favor was unanimous.

### 6. Friends of the Library Report (Jim Boyle)

-The FOL canceled their May meeting.

-The FOL are considering a Labor Day book sale and a holiday bazaar sale.

### 7. Financial Report – financials were discussed during the budget meeting

### 8. Director's Report (Skinner)

-Statistics for March showed positive circulation trends. Skinner reviewed summer reading plans, and Karlie Wright discussed plans for ASCEND summer programs. Skinner shared the recently printed library brochures. The Coastline network was notified of having received an LSTA grant to help with catalog cleanup and standards. Skinner reported on plans to use Tamis Day Foundation funding to set up an outdoor movie screen. Skinner reported that the library is eligible for American Rescue Plan funds. It remains to be seen how this funding will be awarded. Library staff attended the Oregon Library Association conference virtually this week. Rebecca Marcus provided an overview of upcoming programs for adults.

### 9. Old Business

-Library Director Job Description: Sandy Grummon reported that she received input from all of the board members in preparing a new library director job description. Alaina Pepin is working to write a narrative based on the outline of duties.

-Landscaping: Tim Scullen reported that he is investigating options for ground cover on the north side of the library, as well as some vertical potted trees to be placed between the benches in front of the library.

## 10. New Business

-COVID protocols for 2021: Skinner proposed a plan to expand library hours to pre-COVID standards and add vaccinated volunteers to the schedule (see attached plan). After discussion, Herbage made a motion to adopt the plan; Pepin seconded the motion; the vote in favor was unanimous.

-Adding a new bank account: Skinner shared plans to begin accepting credit card payments for library fees. To facilitate this, he proposed adding a new bank account to easily track credit card payments and refunds. After discussion, Scullen made a motion to add a new account at Umpqua Bank; Pepin seconded the motion; the vote in favor was unanimous.

-Library programs RSVP process: Skinner shared library staff concerns over the problem of offering library programs with attendance caps, but having all of the spots reserved online by people who do not show up at the program. Karlie Wright discussed her concerns and her interest in possibly requiring a refundable deposit. Rebecca Marcus expressed her interest in developing new RSVP processes that involve communication with library staff, rather than implementing deposits. After discussion, the library board agreed that deposits would be contrary to accepted norms for libraries, and also contrary to the library's strategic planning goal of eliminating barriers to services. They recommended that library staff experiment with new processes.

-Amazon purchasing policy: Skinner discussed the library's plan to transition to an Amazon business account that would allow for additional accounting controls. Skinner proposed a board policy on how Amazon purchases would be structured under the business account (see attached policy). Following discussion, Pepin made a motion to adopt the Amazon purchasing policy. Herbage seconded the motion. The vote in favor was unanimous.

## 11. Adjournment @ 6:29 pm

See Attachments

**New Business**  
**Summer 2021 COVID plan**  
**4/18/2021**

**Timeline**

**April 15<sup>th</sup>:** In response to the Oregon Health Authority and the State Library, Curry Public Library lifted its book quarantine requirement. All returned items will still be cleaned prior to being re-shelved, but the removal of the quarantine will create more flexible work flows, particularly in the morning prior to re-opening

**Throughout the month of May:** Re-orient all volunteers who have been vaccinated and new summer staff with the goal of re-instituting pre-COVID public hours. Workflows will be shifted so that pre-opening work will be shortened and have a focus on sanitizing rather than shelving and other activities around materials. Employees working evening shifts will take care of many of the book-related tasks associated with opening the library.

**June:** At the beginning of June the library will shift to the following schedule for the public:

M-Th: 10-7

F-Sat: 10-5

Sun: 12-5

**Other procedures of note:**

- The library will maintain limited seating in public spaces until OHA announces changes.
- Masks will be required until OHA lifts the requirement.
- The library plans to maintain a holds shelf in the lobby beyond COVID protocols.
- As the library expands its hours, it will require all volunteers to be vaccinated. Any non-vaccinated regular staff will have a work plan that limits staff contact with the public and other library staff. At this point in time all staff members except one have received the first shot of their vaccine or have been fully vaccinated.

**Summer Programs:** Summer reading has been planned as a hybrid program. It can be delivered 100% virtual, 100% in-person, or both depending on state protocols. The library will monitor COVID-19 rates for Curry County throughout the summer to make decisions about in-person programs. Limited tech trainings and other low attendance programs will be held if Curry County is in moderate danger or lower. The library is in the process of procuring equipment for outdoor movies. This will be one of the main features of our summer programming, and we hope to leverage it to get people to return to the library.

**Meeting Rooms:** Meeting room use has been reserved for library program use only for the entire summer. We would like maximum flexibility to use our meeting rooms for library programs if possible in an effort to boost attendance numbers, and limit staff workloads on set-up and cleaning of the meeting rooms. If all goes well, we will re-open spaces for public meetings in the fall.

**Curry Public Library**  
**Amazon.com Procurement Policy**  
**Draft – April 19, 2021**

**Background:**

The library uses Amazon.com for certain purchases because of its rapid delivery options, competitive pricing, and ease of shopping. Over the past four years, orders through Amazon.com have increased, particularly by the ASCEND program. These increased expenditures have become an accounting challenge. Credit card statements that show Amazon.com purchases provide very little detail and are difficult to reconcile. Additionally, it is difficult for us to assign Amazon.com purchases to a budget code when reconciling the credit card statement.

As a result, I have begun the process of setting up an Amazon Business account, which offers new levels of control. First, we are able to set up multiple staff as purchasers under a single account with separate logins and tiered levels of access. This allows the account administrator to lock out a user if needed. It also allows us to set a single delivery option and payment option. It allows us to require library staff to assign a budget code to each item they purchase before the purchase can be made, and the available budget codes can be tailored to each user (i.e. Brandon would be able to use different codes than Rebecca). It allows us to cap how much can be spent in each line, and institute an overall spending cap on single transactions. Finally, it allows us to eliminate credit card purchases completely by setting up a monthly invoice that will provide added detail for each purchase.

**Recommended Policy:**

In the interest of maintaining adequate procurement controls and oversight, Curry Public Library requires that all Amazon.com purchases are made through the library's single Amazon Business account.

Users will login through Amazon Smile.

Users will follow all preconfigured purchase options, including:

- mandatory delivery of items to the library
- mandatory invoicing (no credit card purchases)
- mandatory assignment of budget codes prior to purchase

The library director will be assigned as the account administrator. The library accounts payable staff member (currently Jordan Popoff) and one library board member (currently Sandy Grummon) will be assigned access to view all invoices and purchase information.

The use of Curry Public Library credit cards on personal Amazon.com accounts is prohibited.

Curry Public Library will not reimburse employees for expenditures made on a personal Amazon.com account.