



**Scappoose Public Library Board of Directors
Regular Business Meeting
October 20, 2022
7 PM
Library Meeting Room
Minutes**

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 7:07 PM. Attending were Jessica Whitney, Lisa Lewis, Mary Jo Mazzella, Curtis Francis, Linda Vermillion, and Director Jeff Weiss. Jessica 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: September 15, 2022

Curtis made a motion to accept the consent agenda. Linda seconded. Motion passed. Lisa asked if there were any financial items that Jeff would like to discuss. He noted that we were slightly behind where we were in 2021 because we received payment for the Oregon ARPA money last September. He expects that we will end October with slightly more money in the bank compared to 2021. Final property tax figures were released this month and the library will receive about 4.3% more in property tax than in 2021. Jeff noted that the Baker and Taylor bill was large this month because a mid-August ransomware attack made invoices during that period unobtainable until early October.

There were no questions or comments on the September minutes.

4.0 Old Business

4.1 Submitted and Approved Grants Progress

Director Weiss noted that both the OHSU and GIS class grants are now proceeding. He has been filling out paperwork to fulfill the requirements of Portland State University and OHSU for the library to become a vendor. Lisa asked what GIS is. Jeff explained that GIS maps were Geographic Information System mapping where data can be mapped to a geographic area to track things like temperature, rainfall, areas of crime, income, or any data that can be collected with a reference to a physical address. Scappoose resident Marty Marquis will be teaching the classes in the mornings this winter before the library opens. The software provider also does not want the software installed outside of the library computers, so we are trying to negotiate with them to make the licenses portable.

Director Weiss will also need to attend training for both grants.

The library is planning on applying to the Columbia County Cultural Coalition for funding for Movies in the Park in 2023. The area of focus for grants for the Cultural Coalition in 2023 is "cultural tourism" or events that could draw people to Columbia County. All Movies in the Park are a large event that does that.

4.2 Fall Programming Update

All the full programming except the Guitar Lessons which start November 14 are in progress. Cooking Club is in progress Thursdays in the meeting room. There are several RPG gaming groups meeting. There is a free play for toddlers on Friday and Lego club on Wednesday when school lets out early. There are monthly Pokemon and Barbie clubs and a book club for middle school students.

4.3 Board Duties and Responsibilities Manual – Continuing Training.

Sections 4-6 of the SDAO Board Duties and Responsibilities Manual were presented by Jeff and discussed. These sections covered committees, administration, and board ethics. The group discussed the differences between standing committees and ad hoc committees. The library has one standing committee, which is the Budget Committee. The group shared examples of ad hoc committees they had served on including the committee to select a new library director and a committee to select a new police chief. Chain of command and board responsibilities were discussed under administration. Jeff went over Oregon laws governing management and supervision and how those laws govern what the board can do. We reviewed the board's legal responsibilities as it relates to supervisory duties. As part of this discussion, the board reviewed the library purchasing and auditing policy. Specific examples of conflicts of interest were discussed.

5.0 New Business

5.1 Librarian's report

The librarian's monthly report (attached) was presented to the board but not discussed.

The board discussed the auditor's report which was just issued this week (copy attached). The letter from the auditor discussed issues where there could be potential financial problems. There were a handful of clerical errors which were addressed. One major suggestion from the auditor was to examine the employee theft limits on our insurance policy which is currently set at \$50,000. The auditor suggested we have coverage equivalent to our entire annual budget. Different limits were discussed for the theft limits. The board asked Jeff to get a quote on \$100,000 in employee theft coverage.

5.2 New Amazon Credit Card

Amazon is ending all corporate accounts at the end of 2022. At last board meeting, the board approved acquiring an Amazon American Express Card for Amazon charges. The library applied and was approved for a \$14,000 credit limit. Our policy is to not have credit cards with a higher limit than \$5000. Jeff recommended contacting American Express to see if they would reduce the credit limit. After discussion about changing the policy to allow the higher credit limit, the board decided to ask if the credit limit could be reduced to \$5,000. Jeff will pursue that.

5.3 Update Teen Room Policy

Jeff presented an updated Teen Room Policy (attached). The library has been having behavior issues with teens since school started for the year. The teen room was closed for most of September and has just reopened by appointment only. The new policy has some new unacceptable policies and penalties for teens not following policy. Those are:

The Library Staff will give a verbal warning for any behavior that is not acceptable. A second warning will result in asking the person or group of persons to leave the library for the day.

Any vandalism of library property or premises will result in the immediate and extended expulsion from the library.

The police will be called in cases of public and staff safety, child welfare and vandalism and may be called to enforce behavior policies.

The new policy also specifies grades that could use the room, not ages.

Types of misbehavior that staff had observed were discussed. Different points of the policy were discussed. Curt asked about the picture ID which was in the original policy to make sure the person was an appropriate age to use the room. The board wanted to know about the cameras in the room and how long the footage was retained. The cameras retain footage for 30 days. Jessica made a motion to accept the revised policy. Curt seconded. The motion passed.

5.4 Update Rules of Behavior Policy

Jeff presented a revised Behavior Policy for patrons using the library. The change in the policy as presented was adding:

Progressive discipline steps:

1. Verbal warning.
2. Exclusion from the Library building for the day

The board discussed the discipline steps. Linda recommended adding notifying parents when their children have been excluded from the library. Some of the excluded behaviors were discussed by the board. The board decided to add Linda's suggestion to the policy under item 2 above as follows

Parents will be informed of their children excluded from the library for the day.

Jessica made a motion to approve the revised policy with the parent notification addition. Linda seconded. Motion passed.

6.0 Other Business

The board decided to cancel the December board meeting. Discussion was made about paying December bills. Jeff will get the bills ready to pay by December 15 so that they can be mailed before Christmas. The board will be available to sign checks at that time.

Jeff asked two board members to sign up for SDAO Leadership Academy. Jessica and Linda signed up for the leadership academy.

7.0 Future Agenda Suggestions.

Election of board officers for 2023 is at our next meeting.

8.0 Board Comments

9.0 Adjourn.

The meeting was adjourned at 8:15 PM.