



Scappoose Public Library Board of Directors Regular Business Meeting

November 16, 2023

**Library Meeting Room also broadcast on Zoom
Minutes**

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 7:04 PM. Attending were Board President Lisa Lewis, Vice President Linda Vermillion, Jolene Jonas, Elaine Nussbaum, Johanna Myers and Director Jeff Weiss. Lisa led the group in the Pledge of Allegiance.

2.0 Public Input

A member of the public, Darlene Marquart attended the meeting but had no public comment.

3.0 Consent Agenda

3.1 Secretary-Treasurer's Report

3.2 Presentation of Bills

3.3 Approval of Minutes: October 19, 2023

Lisa asked for comments or questions about the consent agenda. Elaine noted that Jeff had typos in the minutes. The book title is All Books Aren't Blue. Lisa noted another typo which Jeff said he would correct. Jeff noted there was a bill from Entek for replacing a capacitor on one of the newer heat pumps. This head pump has had many repairs since it was installed 3 years ago. Jeff also said one of the upstairs hanging lights went bad over a weekend and he had to have Peak come to the library to repair it. The hanging lights have internal fuses, and this light blew the internal fuse every time it was turned on. Lisa asked if the remaining lights are a fire hazard. Jeff answered that he didn't believe so, but eventually all the hanging lights will fail because they all still use ballasts, and the ballasts will fail. It cost \$471 to rewire 1 light fixture and the library has in excess of 25 of the same fixtures. Jolene said this is something we should plan to budget for. Jeff stated if we bid it, we should get a better price than doing the lights individually.

Jeff said that we should discuss our insurance renewal later in the meeting because we received notice from Special Districts that our rate would increase by 20% which would increase our cost from \$8000 to \$9600 per year.

Jolene made a motion to accept the consent agenda with the noted corrections to the minutes. Linda seconded. Motion passed unanimously.

4.0 Old Business

4.1 Submitted and Approved Grants Progress

Jeff said the Columbia County Cultural Coalition paid the Movies in the Park \$2,000 grant. Jeff submitted a grant to Special Districts to pay 50% of our server replacement. Lisa asked how much that would cost.

Jeff stated total cost is estimated to be \$7,000 with a Dell server running MS Server 2023 software, 1T of disc space and 32 gigs of memory. Jeff said the library server does not host any of the library functional programs and the server is used to serve public and staff computers and host library documents. Jeff has the 2024 Columbia County Cultural Coalition grant ready to send and is waiting on one support letter to submit the grant.

4.2 Fall Programming

Jeff said that with the exception of special events, the fall programming is the same as October. Homeschoolers met for a “backstage at the library” tour. Murder in the Library has been changed from a one time to a monthly event. There were 2 baking programs for teens and middle schoolers. On November 12, there was a jigsaw puzzle race that was popular with families. On the 18th which is International Game Day, the library is hosting an all-day drop-in game event in the meeting room. Elaine asked if people are attending the Sunday write-ins. Jeff said that he would check with Elisa and let her know. Jeff said the library had participated in the past in the national write-in events with limited success because it was offered during normal business hours. Elaine said she was wondering if the Sunday sessions were drawing people.

4.3 Reading Dragons

180 children have signed up for Reading Dragons, which is over 130 more than we planned for. We have printed more cards for December through the end of the program to adjust for increased participation.

4.4 Emergency Preparedness Plan

Jeff presented three additional policies to the Emergency Preparedness Plan. He said he had attended online training for emergency preparedness which reviewed several different types of emergencies and how an organization should prepare for them. Jeff thought these three situations were the most likely for the library. Those situations are: chemical spill, active attack/shooter, and bomb threat. He also needs to prepare a cyber security plan. Special Districts of Oregon has a template available, but it is 108 pages, Jeff said he would need to review that template to condense it down for the library. Elaine asked about the kinds of cybersecurity the library uses. Jeff said the new firewall uses endpoint protection which is supposed to block malicious software before it enters the network. The public computers also have Deep Freeze software which creates a locked version of the computer software and erases all sessions when the computer is signed out. We also have filtering software on public computers to block pornography, downloads, and malware. Elaine asked if we had software to block someone using our computers to hack into other systems. Jeff said we did not. Elaine said she would bring her notes from training to share at the next board meeting.

Jeff presented three two new policies. The bomb threat procedure is from the Department of Homeland Security and concentrates on keeping the caller on the phone and attempting to get him to identify himself and where the bomb is while someone else dials 911 on a second line. Lisa asked about the panic button at the library. Jeff said he has not checked it. Staff wanted to try it when we discussed this policy at the staff meeting. Jeff said he would call ADT about it. The second policy is for active shooter or a attack. Jeff said the library is not a good defensive area from an attacker and the best option is to get out of the library. The basement would be a safe area if the staff could get there and lock off the elevator in the basement. The three steps in this emergency are: flee, hide, attack. Jeff said attack was not a good option. Lisa asked about escaping through the children’s area. Jeff said that was possible, but you would have to traverse a wide-open space to get there.

The third policy deals with chemical spills. A train derailment and chemical spill are possible by the library. The policy has two focuses. First is to leave the premises if possible. The second is to seal the places where air can infiltrate and stay in the building while monitoring emergency information. This would involve turning off all the heat pumps and sealing windows and door gaps with towels. Jeff said he had ordered an emergency preparedness kit and a hand crank/solar weather radio for emergencies. A final step would be to decontaminate yourself after leaving the premises. Elaine asked if there were any

dangerous chemicals in the library. Jeff said there were not. Lisa asked if any of the cleaners were dangerous. Jeff said they were not.

5.0 New Business

5.1 Librarian's report

Jeff presented the Librarian's report (attached). He reviewed last month's circulation which tops St Helen's circulation by about \$1400. The library ended the tax year with slightly more cash than in 2022. For the city signature event, Scappoose City has asked us to make a proposal at the City Council Meeting to take over the event because of the cost of the past two years of events. JJ Duehren is supposed to be at our meeting to expand on what the event would become. Jeff has proposed that the city fund the event at \$20,000. Jeff estimates that the equipment rental and performers for the event will cost \$10,000 and that we would need to have staffing in the amount of \$10,000. Lisa asked about having a parade and whether we would be covered for a parade. Jeff said we would probably need a binder for that because so far, our insurance will only cover events in Heritage Park. Lisa asked if the staff would be involved. Jeff said not directly but would be expected to be involved in events the day of the event. Lisa asked if we could get food vendors from the food pods including the new Scappoose Pod. Jeff said he expected the pod in Scappoose to be open by June. The St Helens pods require their carts to stay in the pod. Jeff said the idea for the event is to have community organizations provide the food which would be fund raisers for the organization. The event is planned for June 8 so it is the weekend before schools go on summer break because we want student group participation. Darlene asked if we needed a motion to proceed. Jeff said they did, but he wanted to wait for JJ's presentation to have a vote. JJ was not here, so Jeff texted her to ask where she was.

Jolene asked about the budget for event staff. Jeff said he based it on this summer's teen intern cost and proposed the library hire two teens for the summer at the same pay rate as the teen intern and add some hours to existing staff.

Jolene asked about our insurance rates. Jeff said that our agent emailed him today and wrote we should expect a 20% increase. Jeff said that last year we paid the renewal of \$8005, but also received a \$450 rebate check for longevity, so last year's total rate was about \$7550. He does not know if there would be a longevity rebate this year. If there is no rebate this year and the basic rate goes up 20%, the cost would be \$9600 this year. Jeff stated he has written for quotes from Country Financial, American Family Insurance and Hagan/Hamilton. Jeff said he was concerned about new policies being equivalent to our current policy, especially liability for park events. Lisa said the good thing about Special Districts insurance is that it is designed for government units. Jeff said that was true, but it puts us in a high-risk pool with fire districts and agencies in fire prone areas. Special Districts lost substantial money last year in three areas: fire insurance payouts, workers compensation, and investments. He is also concerned that fire losses will increase for the insurance pool and noted they offloaded their worker's compensation policies to SAIF. Jeff asked how the board would like to proceed. Our current policy ends December 31. The board decided to have Jeff proceed with gathering information and we will make a decision at the December meeting.

Jeff also said our janitor quit. Our current janitor had been providing service for several years, but now has other responsibilities and does not have time for the library job. Under state law, the library has to hire a contractor with a janitorial license (as does any business) and give preference to contractors who hire disabled people. There are two agencies that can provide such services in Columbia County: Relay Resources and TVW. Jeff has contacted both agencies for quotes, but they have not replied. It was recommended that Jeff contact DHS, CAT Team and CCMH for leads. Jeff was asked if volunteers could do the janitorial work. Jeff said they could. It was asked if high school students still needed to do community service for credit to graduate. No one was certain if they needed that anymore, but it was suggested that high school students could volunteer also. Jeff said that the library has been a site for court ordered community service for adults, but those who have served at the library have not been really dependable.

5.2 Summer Event (JJ Duehren)

JJ did not attend. She later texted and said that Parks Committee meeting lasted until 8:30

5.3 American Library Association and Library Displays

Jeff distributed a list of library displays to date to the board. Jeff asked Johanna to lead the discussion on this as he had understood she asked for discussion about this during the October board meeting. Johanna said she had said what she wanted to say at the October meeting and just did not want some controversial books displayed near the children's area. There was a discussion about the banned books display. A comment was made that the banned books in the display weren't banned everywhere, just in school libraries. Lisa said that the library has traditionally had a banned book display for banned book week. Linda said "All Boys Aren't Blue" shouldn't be available to anyone under 18. Elaine asked if anyone had read the book. No one had, but some had read excerpts or descriptions online. Elaine said she was reading it. Linda asked if Elaine would want her grandchildren to read the book. Elaine said yes that she thought it was age appropriate for teenagers. There was discussion about the age appropriateness of books. Jolene asked Johanna what Johanna would like to have happen. Johanna said she would like books that deal with sexuality to not be displayed where children can see them. Johanna asked if the display during the month of the display like Black History Month or local events like graduation. Darlene said that she did not agree with having a June Pride display near the children's area. There was discussion about the library's Pride display and whether it had value.

5.4 Board Officer Elections

November is the "annual meeting" described in the library bylaws and board elections are held at that meeting. Lisa said that she is currently president and Linda is Vice President. Traditionally the Vice President runs for president. Lisa said she would recommend Jolene for 2024 Vice President because she has experience serving on other public boards. That was Lisa's recommendation for a slate of officers, and she asked for discussion or a motion. Jeff said that by Oregon law, the board is required to have a President, Vice President, and a Secretary. For library districts, the Secretary is prescribed to be the library director. Lisa made a motion to elect Linda Vermillion for President and Jolene Jonas as Vice President for 2024. Elaine seconded. Motion passed unanimously.

5.5 December Meeting

The December meeting will be December 21 at 7 PM in the meeting room.

6.0 Other Business

Lisa asked if there were any holiday plans for staff. Jeff said that he buys gift cards to staff that he purchases himself. Lisa asked if there could be a staff meal or something. Jeff said he could do that but there are few days when all staff work. Jeff said that we had a staff party on a floating home during the Christmas boats last year.

7.0 Future Agenda Suggestions.

8.0 Board Comments

9.0 Adjourn.

The meeting was adjourned at 8:15 PM.