



**Scappoose Public Library Board of Directors
Regular Business Meeting
November 17, 2022
7 PM
Library Meeting Room also broadcast on Zoom
Minutes**

1.0 Call to Order and Pledge of Allegiance

Attending were Vice President Lisa Lewis, Curtis Francis, Mary Jo Mazzella, Linda Vermillion and Library Director Jeff Weiss. Lisa called the meeting to order at 7:05 PM. Lisa 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: October 20, 2022

Jeff presented the bills and the consent agenda. He also stated that he had printed copies of the annual audit for distribution to the board. Lisa asked if there were any corrections to the minutes. There were none. Mary Jo made a motion to accept the consent agenda. Curtis seconded. Motion passed.

4.0 Old Business

4.1 Submitted and Approved Grants Progress

Director Weiss described the training and paperwork that needed to be completed for the grants from OHSU and Portland State. He is making a proposal to the Columbia County Cultural Coalition for a \$2000 grant to pay for Movies in the Park. He also discussed an upcoming American Library Association Grant which would grant \$10,000 to \$20,000 to rural libraries to expand services to people with disabilities in a rural location. Linda asked about services the library provides to the vision impaired. Jeff replied that the library defers to the Oregon State Library Talking Book and Braille service for that.

4.2 Fall Programming Update

Library programming was discussed. The library has programming every day. Guitar Lessons had the first meeting with 13 participants. Several role playing groups meet in the library. New monthly programs include Barbie Club and Pokémon Club, and a Middle School Book Club for children.

4.3 Amazon American Express Credit Card Update

The credit limit has been reduced to \$5,000 for the Amazon credit card.

4.4 Rules of Behavior Policy

Jeff proposed adding a couple of statements to the Rules of Behavior because of incidents we have had with middle school kids in the library. Those statements are:

Progressive discipline steps:

1. Verbal warning.
2. Exclusion from the Library building for the day. Minors excluded from the library will have their parents informed of the exclusion.
3. Further violations or destruction of library property will result in longer exclusions.

The board discussed different ways to control kids in the library. The latest incident involved disabling a security camera. The library has tried to contact parents from the latest incident but were given bad phone numbers by the children involved and the children involved don't have library cards. The children involved were banned from the library for a week by Jeff. Linda suggested calling the police when these incidents occur to enact a consequence for actions. Jeff and the staff are not in favor of this for small acts because of the age of the children. Police have been called on adults in the past who have posed a threat in the library. The board decided to add the discipline steps to the policy.

4.5 Circulation Policy for Fines

The library has not charged overdue fines since the COVID outbreak started. Earlier in 2022, the board voted to eliminate fines on children's materials and decided to revisit overdue fines on adult materials by the end of 2022. Overdue fines on adult materials have not been charged during that period. Jeff shared a spreadsheet from the circulation system in 2019 showing that the library had collected a little over \$3100 in overdue fines during the last full year that the library charged fines. That report included fines on children's materials and adult materials, so the adult fines were probably half the total or less. The best case scenario that Jeff presented would be \$2000 in adult fines if we reinstated them. The board discussed whether fines were worth continuing given the staff time and stress consumed with collecting them. Going fine free would also be good public relations for the library. Linda made a motion to eliminate overdue fines for Scappoose Library but continue fines for lost and damaged materials. Curt seconded. Motion passed. The policy goes into effect January 1.

4.6 Board Duties and Responsibilities Manual – Final Training.

The board and Jeff went through the final chapters of the board manual starting with chapter 7. Lisa asked if the staff had an issue with the director what was available for them to do to communicate with the board. Jeff stated that they should contact the president of the board. Chapter 8 is on budgeting. Jeff printed the board a 17 page overview of the budget process and will be emailing a copy of the full budget manual to each board member. The steps to generating and approving a budget in Oregon with public notice were reviewed. Future board training was discussed.

5.0 New Business

5.1 Librarian's report (attached)

Circulation has been well over November and December last year. Jeff expects that circulation will equal or be slightly lower than our previous highest circulation year in 2019. The library is receiving tax installments weekly from the County Treasurer. The 100 year planning committee was discussed along with property development that is being developed into multiple unit housing.

5.2 Meeting Room Use Fees for 2023

Jeff proposed raising the rental rate for personal use and corporate use by \$5 per use. That would make the private rental cost \$30 for 4 hours and the corporate rental cost \$40 for 4 hours. The library board had raised the rental price last year and discussed at that time raising the rental rate again. Jeff stated that the

room is in constant use and bookings have increased substantially. The nonprofit rate would remain at \$5. Curt made a motion to raise the meeting room rental rate to \$30 for private use and \$40 for corporate use. Mary Jo seconded. Motion passed.

5.3 Election of Officers for 2023

As this is the last meeting for the year, the board needs to elect officers. Mary Jo nominated Vice President Lisa Lewis for president. Lisa described the way the board normally rotates positions. Curt and Jessica have both been president and vice president in the past 2 years, so either Linda or Mary Jo would be nominated for Vice President. Lisa proposed a slate with Lisa for President and Mary Jo for Vice President. The slate was voted in unanimously.

6.0 Other Business

Curt proposed making one other change to the Library Behavior Policy adding the phrase other intoxicating substances to the following phrase:

- Possess, sell, distribute, consume or be under the influence of alcohol, or illegal substances.

The board decided to add that phrase to the policy.

Jeff also got an insurance quote for doubling our crime coverage to \$100,000. The cost is \$99 a year. The board decided to increase that coverage.

Jeff made arrangements with the board to get vendor checks signed next month because there is no board meeting that month. Checks will be signed and mailed on December 16.

7.0 Future Agenda Suggestions.

8.0 Board Comments

Lisa asked if there were plans for holiday gifts for the staff. Jeff stated he would be giving staff Amazon gift cards at his expense. Lisa stated she would bring in something for staff when checks needed to be signed.

9.0 Adjourn.

Meeting was adjourned at 8:15.