



**Scappoose Public Library Board of Directors  
Regular Business Meeting  
May 27, 2021  
7 PM  
Library Meeting Room  
Also broadcast on Zoom**

**Agenda**

**1.0 Call to Order and Pledge of Allegiance**

Curtis called the meeting to order at 7:05 PM. Attending were President Curtis Francis, Vice President Jessica Whitney, Lisa Lewis, Stewart Millager, Director Jeff Weiss and Board Member Elect Linda Vermillion. Jeff 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: April 15, 2021**

Director Weiss presented the Financial Report and the list of bills. Both were discussed. Stewart made a motion to approve the Consent Agenda. Jessica seconded. Motion carried.

**4.0 Old Business**

**1.1 Reopening of Library. Library Hours. Staffing. Meeting room reopening.**

The Board and Director discussed normal reopening when Columbia County and/or the State of Oregon remove Covid restrictions. Jeff said he would like to reopen the bathrooms immediately because the science has shown it is difficult to catch Covid off surfaces. The board agreed and the restrooms will reopen June 1. Public use of the meeting room was discussed. Oregon plans on reopening by July 1, so the Director thought that we should plan on starting reserving the room for events July 1. Cleaning procedures for the meeting room were discussed. Because the meeting room is primarily used on weekends, there will be no staff available during that period to make sure the room is clean. It was recommended that the library amend the rental agreement so that renters agree to wipe down the surfaces in the room with cleaning supplies supplied by the library after the room is used. This change will be made to the rental agreement and people who rent the room will be made aware of the requirement. The library will restart reservations for the room for rentals beginning July 1.

**1.2 County Library Board election 2021**

Director Weiss asked Board Member Elect Linda Vermillion to attend this meeting and introduce herself to the board.

### **1.3 Scappoose Centennial Celebration**

Director Weiss reviewed the final list of events planned for the Scappoose Centennial Celebration in Heritage Park and Veteran's Park. Jeff is responsible for the events in Heritage Park.

### **1.4 Little Free Library on Library Grounds**

The Little Free Library is installed and functioning. The Little Free Library has been registered with the national organization so that it appears on all maps of the Little Free Libraries.

### **1.5 Columbia County Reads with ALA Community Conversations Grant**

The Library Directors from Columbia County have met to plan Columbia County Reads which will begin July 1 and extend through programming at each library the last two weeks of September. The theme of Columbia County Reads is to encourage advanced education and education in science and technology at all age levels. The book selected is "Hidden Figures." The county library directors are working with local organizations to find the "Hidden Figures" in Columbia County.

### **1.6 Summer Reading Program 2021**

Summer Reading starts June 12 with a sign up event in Heritage Park. The Children's Librarians have created a video that shows kids how to sign up for Summer Reading. That video was shared with the board. Events will extend through the end of August.

## **2.0 New Business**

### **2.1 Librarian's report (attached)**

Director Weiss presented his monthly report to the board.

### **2.2 Revised Internal Auditing Procedures.**

A revised Internal Auditing Procedures policy was presented to the board. Several areas were changed to reflect current practice. A summary of the changes are:

- Employee names and business names removed from policy
- Increased frequency of deposits
- Separation of deposits by category or grant.
- Acceptance of credit cards
- Use of personal cards
- Limitations of staff who have access to the main accounting files.

After discussion and some revision, Stewart made a motion to accept the policy. Lisa seconded. Motion passed.

### **2.3 Revised Credit Card Policy.**

A revised Credit Card policy was presented to the board that changes some procedures to reflect current practice. A summary of these changes are:

- Acceptance of charge sales for sales of library cards
- Designation of the Director as the account administrator
- Standards for deposits to the library accounts from the credit card processor
- A procedure for transferring money to the Friends of Scappoose Library for charge sales that occur outside of their normal book sales.

Stewart made a motion to accept the new policy. Jessica seconded. Motion passed.

## **2.4 Movies in Heritage Park**

Director Weiss stated that if we pay the annual site license fee of \$520, they will allow us to show movies in Heritage Park for no additional charge until the end of 2021, saving the library about \$1500 - \$2000 this year. The board agreed to proceed with this.

## **2.5 Hiring Staff/Expanding Hours to Pre-Pandemic Levels.**

The board discussed replacing the position that was not replaced during the pandemic because the library is preparing to fully reopen. Promoting from within was discussed and methods of getting internal applicants were discussed. It was decided that we would post the Technician I job internally for a week and internal applicants would be given priority. If there are no internal applicants, the library would post the job using the normal library procedure. If there is a successful internal applicant, then the library would advertise replacing that position following usual posting procedures.

## **3.0 Other Business**

None.

## **4.0 Future Agenda Suggestions**

Next Library Board meeting June 17, 2021. Budget Hearing 6:30 June 17, 2021. Beginning with that meeting, Board Meetings will be in a hybrid format where attendance can be in person or via Zoom

## **5.0 Board Comments**

Review and adoption of Strategic Plan.

## **6.0 Adjourn**

The meeting was adjourned at 8:05 PM.