



SCAPPOOSE  
PUBLIC  
LIBRARY  
SCAPPOOSE, OREGON  
P.O. Box 400 Scappoose, Oregon 97056

**Scappoose Public Library Board of Directors  
Regular Business Meeting  
September 20, 2018  
7 PM  
Library Meeting Room**

**Agenda**

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

The meeting was called to order at 7:20 PM. Attending: Board President William Blank, Stewart Millager, Mary Jo Mazaella, Lisa Lewis, Director Jeff Weiss. Bill led the group in the Pledge of Allegiance.

**2.0 Public Input**

No public was in attendance

**3.0 Consent Agenda**

**3.1 Secretary-Treasurer's Report**

**3.2 Presentation of Bills**

**3.3 Approval of Minutes: July 19, 2018**

July minutes and July Treasurer's report were approved. Stewart made the motion and Lisa seconded.

**4.0 Old Business**

**4.1 Review and approval of employee manual changes sections 6-7.**

Changes to sections 6 & 7 of the employee manual were discussed. Most changes were made to comply with Oregon law since the manual was last updated. Changes were made to comply with Oregon marijuana law the Federal Drug Free Workplace Act of 1998 and court decisions. A statement was added for employees who abandon their jobs. Social media policies for library social media were added. An ethics policy was also added.

Changes were unanimously approved after discussion. Lisa made the motion to approve. Stewart seconded.

**4.2 Merging catalog with St Helens Library**

Jeff will be presenting an interlocal agreement and a contract with TLC for a new merged catalog with St Helens under new business.

**4.3 Multi-year plan**

Director Weiss noted that a new state set of library standards will be approved this year. He recommended that drafting a new multi-year plan be delayed until standards are approved as the library

will need to work towards meeting that standard. The board agreed and asked to leave this item on the agenda until standards are set. Then the board will have a retreat and work on a new plan.

## **5.0 New Business**

### **5.1 Librarian's Report**

See attached report

### **5.2 Inter local agreement for combined library catalog with St Helens Public Library/City of St Helens.**

Jeff presented an agreement (attached) and a contract for a new computer catalog merging our catalog with St Helens Library. The interlocal agreement was discussed. The cost to the library for conversion and the first year's license is \$23,097 of which \$13,500 is grant funded. After the first year, costs to Scappoose Library will be \$4200 per year as opposed to the nearly \$14,000 the library is paying in software costs per year currently. Stewart made the motion to accept the agreements. Mary Jo seconded. Motion passed unanimously. Bill Blank and Jeff Weiss signed the agreements for the library board.

### **5.3 Summer Reading Program – Report**

See attached report.

### **5.4 Discussion of proposed library improvement projects**

Director Jeff Weiss proposed several fall improvements for the library. Those are

- Carpeting the entry and elevator
- Purchasing new public computers
- Purchasing a component rack and racking the computer equipment in the product.

Bids for carpeting will be presented at the next board meeting. The new rack will be installed on Veteran's day. Computer bids were presented from St Helen's/More Power Computer Center, Preheim Computers, Lenovo direct, and Walmart. The board recommended that the director investigate government purchasing agreements and present a final set of bids at the October board meeting.

### **5.5 Allowing children with fines limited check outs**

Director Weiss made a proposal from library staff to allow limited check outs to children with overdue fines. The proposal was to allow children with only overdue fines over \$10 to sign a contract of responsibility and be allowed to check out 2 books at one time as long as they don't accumulate new fines until their fines are below \$10.

## **6.0 Other Business**

### **7.0 Future Agenda Suggestions**

Library improvement projects redux

Proposal/procedure for allowing children with fines to check out

Multi-year plan

Further revision of the rest of the sections of the employee manual

## **8.0 Board Comments**

## **9.0 Adjourn**

Meeting was adjourned at 8:15 PM.