



**Scappoose Public Library Board of Directors
Regular Business Meeting
July 18, 2022 Note: Date Change
7 PM
Library Meeting Room also broadcast on Zoom
Agenda**

1.0 Call to Order and Pledge of Allegiance

Attending were Board President Jessica Whitney, Vice President Lisa Lewis, Board Members Mary Jo Mazzella and Linda Vermillion, Library Director Jeff Weiss. The meeting was called to order by Jessica at 7:03 PM. Jessica led the group in the Pledge of Allegiance.

Jessica made a motion to approve the agenda. Mary Jo seconded. Motion passed.

2.0 Public Input

There was no public attendance or input.

3.0 Consent Agenda

3.1 Secretary-Treasurer's Report

Director Weiss presented the June Secretary Treasurer's Report. He noted that the April and May reports needed to be approved by the board because even though that was on the June Board Agenda, no formal motion was made. He noted an error in the Fiscal Year Annual Summary. The error was in the amount budgeted for the Catalog Technician, which was accidentally deleted. He has contacted the bookkeeper to add back the \$27,500 budgeted into the report. Mary Jo asked if the job titles in the report were current. Jeff said they were the current job titles.

3.2 Presentation of Bills

3.3 Approval of Minutes: June 16, 2022

Jessica made a motion to accept the consent agenda. After discussion about the Annual Summary error, she withdrew the motion and made a new motion to accept the April and May Financial Reports, the June Financial Report with corrections as noted above, the June minutes and current bills. Linda seconded. Motion passed.

4.0 Old Business

4.1 Submitted and Approved Grants Progress

The City of Scappoose paid the Movies in the Park grant in the amount of \$700. Director Weiss distributed information about the OHSU/NIH grant which will be discussed under 4.5.

4.2 Summer Reading Program 2022

The summer reading program has 478 currently enrolled. There is another full month of activities.

4.3 Movies in the Park 2022

The Movies in the Park activities are all under contract and in process. Promotion, billboard and signs have been designed and are being printed. Jeff is doing a screen test next Tuesday.

4.4 Scappoose Schools Library Partnership

The library received permission from the state library to spend the remaining \$3000 in this grant for new books for the Scappoose Schools. The children's selectors are working with the school librarian to make this happen. The money will purchase about 300 children's books and must be encumbered by August 31.

4.5 OHSU/NIH Research Grant

The staff timeline for the grant was discussed. The first six months is planning. The next three months are recruiting. Possible places for indoor walking were discussed (the Senior Center and Fred Meyer). The possibility of using the schools was also discussed. By November 2023, the group should be peer led. In the 2023-24 year, the group would decide on a project for community benefit to pursue. The library would be paid \$5000 for the first year and a second \$5000 in the second year. OHSU will provide all fitness equipment, tracking equipment, and collect data on participants. The board instructed Jeff to sign the agreement with OHSU.

4.6 Automatic Renewal of Library Materials

Jeff stated that all testing on the automatic renewal is complete and it is functioning properly. The catalog sends an email a few days before it is due, then if the item is not returned, it is renewed on the due date if there are no holds or if it has not been renewed twice already. An email is sent to the borrower affirming the renewal or telling them it cannot be renewed and the reason why.

5.0 New Business

5.1 Librarian's report

Director Weiss presented and discussed the monthly report (attached). The board discussed staff Covid absences and the library policy for return to work for staff who test positive. The next children's cultural kit (for Korea) was presented. Jeff noted that he did meet with Suzanne Bishop, the new St Helens Library Director who feels overwhelmed by the job right now, but we agreed to meet again to work towards having better services between the libraries for our customers.

Lisa wondered about the summer math club which was only for grades 1-3 this year. Jeff said we are planning to offer a club for grades 4-6 and 1-3 next summer.

Board training was discussed. In order for the library to receive a 4% discount on our insurance next year, each board member must attend at least 1 SDAO training session and get instructed in and adopt the SDAO Board Duties manual.

5.2 Leave Donation Policy – First Reading.

Director Weiss presented a Leave Donation Policy that would allow staff members to donate sick leave to a leave bank that could be use to pay employees who exhaust their paid leave in the event of a major illness or natural disaster. The policy is based on a policy recommended by the Society of Human Resource Management. The board discussed possible scenarios for a major disaster. The policy specifies that a federal disaster declaration under the Stafford Act would need to be declared for the leave bank to be available to employees.

The policy states that donations could be donated annually. Lisa stated at Kaiser, they funded the leave bank on an as needed basis. Linda wanted to know if donations could be also done on a monthly basis. There was discussion about how to implement a monthly donation. It was decided that the donations could be given to the leave bank either on a monthly or annual basis. Jeff said he would get feedback from the bookkeeper on how to keep records of the bank. The board tabled the policy until the next meeting and asked Jeff to implement the changes discussed and get input from the bookkeeper.

5.3 Board Duties and Responsibilities Manual

The board began training on board duties and responsibilities using the SDAO Board Duties Manual. The manual is a training document which explains and enumerates the laws that Special Districts are supposed to operate under. The first two sections of the manual were covered which were an overview of the manual and a section on the composition of the board, required board officer, and board conduct.

6.0 Other Business

The board discussed having an August meeting. Some years, the board has not met in August. The board decided to hold an August meeting on the normal third Thursday of August (August 18).

7.0 Future Agenda Suggestions.

8.0 Board Comments

9.0 Adjourn.

The meeting was adjourned at 8:05 PM.