

**Scappoose Public Library Board of Directors  
Regular Business Meeting  
January 16 2020  
7 PM  
Scappoose Library Meeting Room**

**Minutes**

**1. Call to Order and Pledge of Allegiance**

The meeting was called to order at 7:05 PM. Attending Mary Jo Mazzella, Lisa Lewis, Jessica Whitney, Library Director Jeff Weiss and Stewart Millager. Mary Jo led the group in the Pledge of Allegiance.

**2. Public Input**

There was no public input

**3. Consent Agenda**

**3.1. Secretary-Treasurer's Report**

**3.2. Presentation of Bills**

**3.3. Approval of Minutes November 21, 2019**

Director Weiss discussed bills and financial data and the possibility of adding earthquake insurance to the library policy. Lisa made a motion to accept the consent agenda. Stewart seconded. Motion passed.

**4. Old Business**

**4.1. Oregon Community Foundation Grant for Meeting Room remodel – accept grant and move to general fund.**

Earlier in the evening before the board meeting, the Oregon Community Foundation presented a grant for a partial remodel of the meeting room (adding a kitchen) in the amount of \$13,000 to the library. The board needed to vote to add that grant to the library budget. It was decided to place the money in the general fund as the grant amount is less than 10% of the general fund Stewart made a motion to that effect. Jessica seconded. Motion passed

**4.2. Holiday pay policy**

Director Weiss presented a Holiday Pay Policy for part time workers based on the board's November discussions (policy attached). Each part time worker would receive holiday pay in for 7 paid national holidays in the proportion of 7/5 times weekly hours worked. Holiday pay would need to be taken in the week of the national holiday and cannot be carried over from calendar year to calendar year. Lisa make a motion to accept the Holiday Pay Policy. Mary Jo seconded. Motion passed.

**5. New Business**

**5.1 Librarian's report**

Librarian's report attached. Director Weiss told the board that he expects Rachel to receive a job offer. He asked the board for permission to promote Elisa to the Reference Tech position as Elisa has an MLS and advertise the clerk position. The board agreed.

## **5.2 Piano**

The library piano will be displaced from its current location by the meeting room kitchen. The board discussed what to do with the piano. It was decided to keep it in the basement if it can fit in the elevator or if not, in the meeting room somewhere

## **5.3 Bulletin Board Policy**

Director Weiss presented a revised Bulletin Board Policy (attached). The policy is intended to address public postings with no expiration date and political posting requests. After discussion, Stewart made a motion to accept the new policy. Jessica seconded. Motion passed.

## **5.4 Close library for Martin Luther King Day.**

Director Weiss proposed that the library close on Martin Luther King day as a staff work day on a permanent basis. Stewart made a motion to that effect. Lisa seconded. Motion passed.

## **5 Other Business**

The board discussed planning a new long range plan for the Library. The director will send out the previous long range plan to the board. Any off site planning meetings need to be public meetings and publicly accessible. The board also discussed a timeline for 2020-21 Budget Committee meetings. Budget Committee will be on the same nights as Library Board Meetings.

There was also discussion about adding shelving to the storage closet in the meeting room.

## **6 Future Agenda Suggestions**

## **7 Board Comments**

## **8 Adjourn**

Meeting was adjourned at 8 PM.