



**Scappoose Public Library Board of Directors
Regular Business Meeting
January 20 2022
7 PM
Library Meeting Room also broadcast on Zoom
Minutes**

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 7:09 PM. Attending were Lisa Lewis, Mary Jo Mazzella, Curtis Francis, Director Jeff Weiss and Jessica Whitney

Jeff led the group in the Pledge of Allegiance.

2.0 Public Input

There was no public attendance or input

3.0 Consent Agenda

3.1 Secretary-Treasurer's Report

3.2 Presentation of Bills

3.3 Approval of Minutes: November 18, 2021

There was no December board meeting, so there were two financial reports to approve. November and December 2021. Meeting minutes were presented for the November Board meeting. Director Weiss noted that the library ended December with 12 months of operating capital available in our bank accounts. Jessica made a motion to accept the Consent Agenda. Mary Jo seconded. Motion passed.

4.0 Old Business

4.1 Reopening of Library: Library Hours Expanded. In Person Programming Restarted.

The library has restarted in person programming for adults and families. We are having family game nights on the second and fourth Thursdays, Pokemon meet ups on the third Saturday of the month, and a virtual writer's support group. Weiss noted one staff member was exposed to Covid outside of work, but tested negative. She stayed home from the library until she received the negative test. The library has been getting busier through the month.

4.2 State ARPA Grant Progress

The library has purchased all equipment specified in the grant. The library has also provided comfort backpacks to several local service agencies and purchased children's books for the local schools, both public and private from the grant.

4.3 Children's Fine Free Implementation

The fine free policy on children's materials seems to have been implemented correctly. We have not had any children's materials on our fines report since this was set up.

4.4 Submitted and Approved Grants Progress: Columbia County Cultural Coalition

The library has received a \$2000 grant to make and distribute cultural kits to the public. We have committed to making 50 kits each covering 8 thematic topics. The first two kits will be one on Native American culture which Emily is developing with the Grande Ronde Tribes. We are also working on spice kits featuring uncommon spices for adults. The Native American kits are for children.

4.5 Faherty Associates Book Donation

Jeff is acquainted with a Portland book promoter/distributor and the library receives leftover books from them at the end of the book's promotion period. Because of Covid, we had not gotten anything from them since late 2018. Jeff rented a truck and went to the Faherty office in January and collected 50 to 60 boxes of books from the past 3 years of promotion. We added some of the books to our collection and shared the books with the other county libraries allowing them to come and take what they wanted. There were several boxes of advance reader copies which we are giving away to the public through various channels. Whatever books are left from the regular publications will be given to the Friends of Scappoose Library for their book sale.

5.0 New Business

5.1 Librarian's report (attached)

Jeff presented his monthly report. Jeff noted that the December tax draw from the county did not get deposited to our treasury account until January 4, nearly 4 weeks late. Lisa from the board and Jeff are attending the full Public Library Association conference and those reservations were paid this month. Other staff is attending for single day sessions. Children's storytime has not restarted yet and the library wants to restart that as soon as we can because it is requested from the public.

The board discussed the reimbursement request to reimburse Jeff for the water fountain purchased as part of the ARPA grant. The fountain cost \$2699.35 and the vendor would not accept a purchase order for it. The library's credit card limit is \$3000, so if it was purchased on the library credit card, it would have put us over our credit limit. Mary Jo made a motion to reimburse Jeff Weiss in the amount of \$2699.35 for the fountain. Lisa seconded. The motion carried.

The roof leak during the heavy rain was discussed. Jeff said he had looked on the roof at the metal cap over the flat section and the below the section that leaked. Jeff thought one possibility was that water blew in through the roof vent because of the heavy winds the day of the leak and there is a 1 inch roof vent under the metal cap.

The board discussed a couple of incidents with the public. One was with a speaker at a private meeting who announced to the group that he was carrying a gun. The other was an individual who walked around filming the library and people in the library. In the first incident, the library did not know about the incident until an attendee reported it to Jeff. In the second, staff ignored the man until he got bored and left. Possible solutions were discussed. The board agreed that ignoring obnoxious people like the second gentleman was the best policy in the second situation. Jeff brought up having a weapons policy because having a policy would allow us to call the police in a carrying weapons situation. The only libraries in the area with a weapons policy are Multnomah and Hillsboro. The board decided to not implement a weapons policy but to add a "no weapons" requirement to the meeting room policy and email a copy of the policy to people who book it.

5.2 2022-23 Budget Planning and Schedule

Jeff presented a proposed schedule and committee for the budget for 2022-23 that follows the same model as used in the past. Jeff would submit a committee to the board for approval at the March meeting. The first committee meeting would be before the April Library Board Meeting. A second meeting if needed

would be held before the May Library Board Meeting. The Budget Hearing would be held in June. The board consulted their calendars and agreed to the proposed schedule.

5.3 IT Support Bids.

The library contract with More Power Computers is expiring. Jeff has contacted several other IT providers to get bids for the work. Several vendors could not provide the service the library required because they wanted the library to change software used and move everything to cloud based systems. Several were more expensive than the library could afford to pay. That left two possible vendors beyond More Power (who have not submitted a proposal): Center Logic and CMB. The CMB bid is 5 times the cost of the Center Logic bid. Jeff recommended waiting for a bid from More Power and if it is unsuitable, give the contract to Center Logic. One additional cost with changing vendors is paying hourly rates to both vendors for set up and conversion. The board decided to have Jeff proceed with this plan and make a decision based on the proposal from More Power.

6.0 Other Business

The board discussed Jeff's evaluation. The board needs to work on that. Jeff printed out his evaluation form and job description and gave them to the board and emailed each a copy. The evaluation will be discussed at the next board meeting. Board members should fill out the evaluation forms and send them to amongst each other to discuss and compile. The board asked Jeff to create a draft of a new job description for the director as the current description is from 2007.

Lisa noticed that the Baker & Taylor check did not match the amount on the check list. Jeff did the math and the amount difference was from a credit slip for returned merchandise that was not counted on the check. Jeff is going to contact the bookkeeper and if the totals of the invoices without the credit slip don't match, he will get the check reissued.

7.0 Future Agenda Suggestions.

8.0 Board Comments

9.0 Adjourn.

Jessica made a motion to adjourn the meeting. Meeting was adjourned at 8:10 PM.