

**Scappoose Public Library Board of Directors
Regular Business Meeting
October 17, 2019
7 PM
Scappoose Library Meeting Room**

Agenda

1. Call to Order and Pledge of Allegiance

Meeting Started at 7:09 PM> Attending: Curtis Francis, Lisa Lewis, Stewart Millager, President Mary Jo Mazzella, Director Jeff Weiss. Mary Jo led 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 July 18, 2019

Curtis made a motion to accept the Consent Agenda and Lisa seconded. Motion passed.

4. Old Business

4.1. Our Town America

Discussion was conducted about the proposal to include the library in information Our Town America sends out to new residents in Scappoose. The library will participate in this as long as it does not cost the library money. We discussed giving certificates for the book sale or a free library card certificate. After discussion, the board decided to have a certificate for a free library card with standard promotion for library programs on the back. Some people in our zip code live outside the taxing district. If the person lives outside the taxing district, they would receive an individual one year card for free. Lisa made a motion to do this, Mary Jo seconded motion passed.

4.2. Change computer use policy to require age of 17 to have unfiltered access.

There was a discrepancy between the different computer policies. One had age 16 as the threshold, the other had 17. The board decided to raise the age for unfiltered access to 17 for everyone.

4.3. Filtering report

Filtering has been operational on the public computers with no complaints from the public.

5. New Business

5.1 Librarian's report (attached)

The board decided to camera the blocked/broken gutter drain pipe to the library dry well that was mentioned in the Librarian's Report.

5.2 Library 90th Anniversary

The Library Anniversary is November 9th, the same day as the November Book Sale. Tracy is planning the refreshments for the event. The meeting room is blocked off all day for the Anniversary. The Board decided to have the party from 11-1 in the meeting room. It was also decided to have an essay contest with a substantial prize because of the 90th Anniversary. It was decided to have an essay contest on "Scappoose My Town" which will be promoted through social media and the Spotlight.

5.3 Revised Public Records Policy and Request Form

The library needed to revise the Public Records Policy to comply with new Oregon Law. Director Weiss presented a new policy that is based on a recommended policy and complies with state law (attached). The new policy specifies a time frame for requests, fees, records exempt from disclosure, and a request form that the requestor must complete. Steward made a motion to accept the new policy and request form.

5.4 Discussion of Holiday Pay for Part Time Workers

Director Weiss presented a concept for a plan to give holiday pay to library staff which is all part time except the director. Currently staff is not paid for holidays and most staff make up the time missed on the holiday. There would not be financial impact to the library because the payroll is calculated to pay for the make up time. Stewart proposed the director and staff come up with a policy that is fair to all, possibly adding time to the employee vacation bank based on hours scheduled in a week. It was decided that a proposal would be presented by the director to the board at the November board meeting based on the board discussion.

5 Other Business

Director Weiss asked if he could pay the computer service bill to More Power Technology with the credit card because he forgot to get a check cut in the normal check run. Board approved a payment of \$120 on the credit card.

6 Future Agenda Suggestions

Next Board Meeting November 21, 2019

7 Board Comments

8 Adjourn

Meeting adjourned at 8:10 PM.