



**Scappoose Public Library Board of Directors  
Regular Business Meeting**

**October 19, 2023**

**Library Meeting Room also broadcast on Zoom**

**Agenda**

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

The meeting was called to order at 7:05 PM. Attending were Director Jeff Weiss, President Lisa Lewis, Vice President Linda Vermillion and board members Jolene Jonas, Elaine Nussbaum, and Johanna Myers. Lisa let the group in the Pledge of Allegiance.

**2.0 Public Input**

There was no public input or attendance

**3.0 Consent Agenda**

**3.1 Secretary-Treasurer's Report**

**3.2 Presentation of Bills**

**3.3 Approval of Minutes: September 21, 2023**

Jeff pointed out that the library had received two of its large annual bills earlier than usual. The audit bills and library circulation and catalog software bills usually are payable in December, but because we conducted the audit early and The Library Corporation has changed their billing cycle, those bills are due November 2. Lisa asked for questions on the consent agenda. There were no questions. Lisa asked for a motion to accept the consent agenda. Linda made the motion. Jolene seconded. The motion passed unanimously.

**4.0 Old Business**

**4.1 Submitted and Approved Grants Progress**

Jeff reported that the Columbia County Cultural Coalition accepted our final report and will be issuing a check for our \$2000 grant. Jeff also stated that the City of Scappoose had reimbursed us for the trash cans and paint supplies that were made for Scappoose Parks as part of the Movies in the Park activities.

**4.2 Board Training**

Jeff said he had sent access links to the recording of the full August training session to board members. Jeff asked the board what the members who attended thought of the training sessions. The board found them valuable but thought the September session repeated a lot of

the August sessions. Lisa related how Special Districts had helped with staff and board issues in the past

#### **4.3 Fall Programming**

Jeff noted that he had included promotion for the fall programming for children and adults in the board packets for the month. The library organized downtown Scappoose Trick or Treat was discussed. He said the programming in October/November was pretty much the same as September, with some recent programs like Murder in the Library becoming monthly programming. Activities with our homeschoolers group have changed. This year instead of the group just being a monthly meeting, we are going to have a local field trip each month. The first was to go to the Scappoose Fire District. Jolene asked what Fiber Friends (our fiber group) was and Linda explained that to her.

#### **4.4 Reading Dragons**

The Reading Dragons program has gotten more participation than originally anticipated, so we will be reprinting some of the cards to meet demand. Reading Dragons is a program where children can collect trading cards for visiting the library. The program started with a kickoff party on September 30. In the spring, there will be events centered around the cards that the children have collected.

Elaine asked about the library writers' group. Jeff said that the group is self-directed and meets in the library monthly. All are welcome to attend the group. She also asked about the November Write In. Jeff said the library provides a quiet space in November during those events for people to come into the library and write.

### **5.0 New Business**

#### **5.1 Librarian's report**

Jeff stated that he planned on applying for a grant to replace the library computer server. Our server is 7 years old and will need to be replaced soon. Special Districts of Oregon has a 50% match program for cyber security. He will ask for the other 50% from the Friends of the Library. The cost of the new server is \$4000 to \$5000 if we can get the server key from our old IT vendor More Power Systems. It will cost more if we cannot. That cost is for the new hardware, software, and contracted set up time.

Librarian's report is attached. The board discussed the library's increased circulation figures. Jeff said he has sent Susan at St Helens information on funding for makerspaces from the Northwest Stem Hub so that they could reopen their makerspace. Jeff said he had met with the Northwest Stem Hub director and staff twice. The stem hub wants to hold STEM classes for young children monthly in the library. The goal is to interest children, especially girls, in STEM careers before they lose interest in math and science. The programs would be interactive with activity stations throughout the library on one Saturday per month starting in March. The Stem Hub staff are new and they have not created a program like this before. Scappoose will be the test site, so they want 6 months to plan a curriculum and purchase equipment and supplies. The library will need some volunteers to help staff at the stations.

The Conejo Hispano program has not been successful with attracting and interacting with local Spanish speakers in the library. We have moved their programs into the library from the meeting room to give them more visibility.

## **5.2 Emergency Preparedness Plan**

The board discussed the draft of the emergency plan. Jolene noted that Jeff was the only contact on the plan. The board discussed who to add as contacts if Jeff were not available. The board thought the board president and another staff member should be added to contacts. Jeff presented a plan based on a recommended plan created by Special Districts of Oregon. The board discussed some aspects of the plan, especially earthquake warnings and procedures. Jeff went through the locations of the utility shutoffs for the library. He stated that the library apps and websites are all hosted offsite, and the server is backed up to the cloud and onto a removable hard drive. The board reviewed the evacuation map for the building. The library staff discussed the fire evacuation procedures and map. The library basement is an issue if there is a fire because the elevator will not go into the basement during a fire. Evacuation would have to be by stairs and in the dark except for the emergency lights. There is a sprinkler system in the basement. There is a teen room in the basement and the emergency exit exits into the area used for the book sale. The lack of a fire safe area on all floors is a concern. Lisa suggested investigating getting blankets like forest firefighters use to shield themselves from fire. Jeff stated that he will be working further on the plan and will present an updated version in the future for board approval.

## **5.3 Review of library policies updated in 2022**

The board reviewed library policies on circulation and behavior in the library. The board added a 3-step progressive discipline policy into the behavior policy in 2022. Jeff was asked if they had ever needed to go beyond the 3-step program with children. Jeff stated that we did not with children but have had incidents with adults. The library has had to have trespass orders issued against adults who were making sexual advances to staff.

On the Circulation Policy, the board updated the policy to reflect the change to no fines. We will need to update the policy this year to reflect the automatic renewals. Jeff explained that the library issues cards to children who do not live in the district if they attend Scappoose Schools. The library also participated in the Oregon Passport program which issues Scappoose cards to patrons who pay library taxes in a different district. Jeff reviewed the procedures for people to get a library card for adults and children. The library does presentations at schools throughout the year and allows the teachers to sign up students for library cards. The non-resident cost was discussed and compared with the average tax cost and Jeff recommended the board consider raising the cost of non-resident cards. Jeff also recommended raising the meeting room rental fees.

## **6.0 Other Business**

Johanna presented information from the Epoch Times about the president of the American Library Association. Johanna was concerned about the library being associated by an organization led by a Marxist because she said Marxists are dedicated to the overthrow of the government and it is a violation of the law for the library to be associated with an organization that advocates for government overthrow. She was also concerned about displaying the book *All Boys Aren't Blue* on the banned book display which she said was pornography and against federal law to be displayed. Lisa asked if she wanted the book to be removed and Johanna said no, but she did not want it on display. Jeff incorrectly reported that the president of the American Library Association had resigned. She has not. Johanna said that she feels her culture is being disrespected and that is contrary to the library mission statement. She objected to the library display choices and was upset that the library did not have enough patriotic displays and that the library did not have a Christmas tree or display last year. Johanna said she

asked staff about not having a Christmas display and was told that the library decided not to have Christmas decorations. There was discussion about representing all religions in the displays at Christmas time. After discussion, it was decided to table this discussion until the next board meeting.

**7.0 Future Agenda Suggestions.**

**8.0 Board Comments**

**9.0 Adjourn.**

The meeting was adjourned at 8:10 PM.