



**Scappoose Public Library Board of Directors
Regular Business Meeting
November 18 2021
7 PM
Library Meeting Room also broadcast on Zoom
Agenda**

1.0 Call to Order and Pledge of Allegiance

Jessica Whitney called the meeting to order at 7 PM. Attending were board members Jessica Whitney, Lisa Lewis, Linda Vermillion, and Library Director Jeff Weiss. Jessica led 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: October 21, 2021

Director Weiss presented the Consent Agenda which consisted of the September and October Financial Reports, the October Board Meeting Minutes and the monthly checks to be approved and signed. After discussion, Lisa made a motion to approve the Consent Agenda. Jessica seconded. Motion passed.

4.0 Old Business

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

There have been no procedural or programming changes in the past month. The library is fully opened. Jessica asked if we were keeping track of who came in the library for Covid tracking. Weiss stated that the library does not and does not need to have to based on guidance from the Oregon State Library.

4.2 Columbia County Reads with ALA Community Conversations Final Events

The final events from Columbia County Reads have happened. Weiss stated that the online book discussion was unsuccessful, but the "Hidden Figures of Our Own" program was successful with 41 attending. Director Weiss will complete the final report to the American Library Association which is required for the grant.

4.3 Library Mural Dedication Report

The new library mural was dedicated during the library birthday celebration on November 13, 2021. 35 people attended including the project leaders from Tumblewheel Studios, the teenage artists who created the mural, the Scappoose City Manager and two members from City Council. The clear coat still needs to be done, but we need two non-raining days for that.

4.4 State ARPA Grant Progress

Weiss reported that the library is making progress on activities that are funded by this grant. Comfort backpacks have been made and will be distributed to local social service agencies in December. Books have been ordered and distributed to local schools. Physical items for the parks have been ordered and will be installed by the Scappoose Parks Department in Spring 2022.

4.5 Vehicle Charging Stations

The Vehicle Charging Stations have been moved from in front of the library to the corner of Myrtle and Second in front of the Watts House. The reason for this change is the amount of equipment to be installed is larger than the space available in front of the library. If the chargers were installed in front of the library, much of the landscaping would need to be torn out to complete the installation and reroute the sidewalk. Construction is planned to be complete by Memorial Day. Linda asked who pays for the electricity used. The vendors who own the stations pay for the electricity used by the stations.

4.6 Children's Fine Free Implementation

Weiss discussed how the Children's Fine Free is being operated. Our circulation system assesses fines by the type of item, not the type of card, so children's items are fine free no matter what kind of card they are circulated on

5.0 New Business

5.1 Librarian's report

The report is attached. Jessica asked about the children's literacy boxes and how they were funded. Weiss explained that they were paid for by leftover money from our Summer Reading grant and that the initial boxes were very successful, but interest waned over the course of the 3 month project. The board also discussed the OMSI classes that were presented as part of Columbia County Reads. Weiss noted that attendance and interest in the OMSI remote programs increased over the course of the three programs.

5.2 Motion to Amend Resolution 71-21 Accepting LSTA ARPA Funds Administered by the State Library of Oregon.

Based on an opinion from the annual audit, the library needed to change the wording in the Resolution from last month accepting LSTA ARPA Funds. The resolution is being changed to specify the account (Materials and Services) that the grant money is allocated to. Jessica made a motion to amend Resolution 71-21 Accepting LSTA ARPA Funds Administered by the State Library of Oregon. Linda seconded. Motion passed unanimously.

5.3 Election of Officers for 2022

Lisa expressed an interest in being elected as Vice President for 2022. Jessica formally nominated Lisa as Vice President for 2022. Linda seconded. This made the slate of officers for 2022 Jessica as President, Lisa as Vice President. The slate of officers was unanimously elected.

5.4 Grant Opportunities:

5.5.1 Columbia County Cultural Coalition

This grant is an annual cultural activities grant with a maximum grant of \$2000. Originally Director Weiss considered having a Shakespeare in the Park day. He reached out to Portland groups who had done similar activities in the past, but got no response from those groups, so staff brainstormed what we could do that would interest the Cultural Coalition. Staff decided to propose making cultural kits to distribute to children for January through August. The board agreed to apply for a grant for this purpose.

5.5.2 Random House Grants for Rural Libraries

This is an unrestricted grant from the publisher Random House for \$2500. Director Weiss is proposing that the library apply for a grant to purchase eBooks that are just for Scappoose patrons. Another option for this grant would be to pay for staff and board members to attend the Public Library Conference in Portland. Another option to pay for conference fees could be a grant from the Friends of Scappoose Public Library. The board decided to ask the Friends for conference support and apply to Random House for eBooks.

6.0 Other Business

Lisa asked about staff recognition this year. Jeff stated that he usually gave staff a \$25 gift certificate from a store they use that he pays for out of his own money. Lisa wondered about having a breakfast or some other recognition for staff. Weiss said the library did have a gift certificate from Pizza Vendor that he plans on using to buy lunch for staff on December 7 which is the next staff meeting. Recognition for volunteers was also discussed. We talked about having a breakfast or some sort of activity for volunteers. Weiss said he would discuss it with staff at the December 7 staff meeting to see what they thought about ways to recognize volunteers during the holidays.

Lisa asked about the budget process and schedule. Director Weiss stated he does not usually begin budget work until the county issues anticipated revenue for the year which usually is sent in January. After that, he begins planning the budget. Lisa also asked about employee evaluations. Director Weiss said that he does evaluations in March and April so that they are done before the budget approval process. Lisa asked if the director had ever been evaluated. Weiss said he had not been evaluated since 2018. Lisa said the board would work on an evaluation for him.

Linda talked about her upcoming surgery and how that would affect her meeting attendance. Director Weiss asked if she needed a computer to use during that period. The board decided that she would have one of the loaner laptops on long term rental during her recovery period from surgery and that she could use the laptop to attend meetings from home. The director will deliver and set up the computer when Linda comes home from the hospital

6.1 No December Board Meeting.

7.0 Future Agenda Suggestions.

8.0 Board Comments

9.0 Adjourn.

The meeting was adjourned at 7:50 PM.