

**Scappoose Public Library Board of Directors
Regular Business Meeting
November 21, 2019
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: Director Jeff Weiss, Board President Mary Jo Mazzella, Curtis Francis, Lisa Lewis, and Jessica Whitney. Mary Jo led the group in the Pledge of Allegiance

2. Public Input

A student from St Helen's High School, Juan Hiljios, attended the board meeting for a civics class project. Director Weiss gave him a copy of the board packet for his assignment except for the financial report as it contains bank account numbers

3. Consent Agenda

3.1. Secretary-Treasurer's Report

3.2. Presentation of Bills

3.3. Approval of Minutes October 17, 2019

Director Weiss discussed the financial report and year end numbers. Lisa made a motion to accept the Consent Agenda, Mary Jo seconded. Motion passed.

4. Old Business

4.1. Our Town America

Director Weiss presented a description of the final information given to Our Town America for inclusion in the packet of information given to new residents. No sample coupon has been designed by the company at this time.

4.2. Oregon Community Foundation Grant for Meeting Room remodel

Director Weiss presented the grant information from the Oregon Community Foundation. The library needs to accept the grant and complete the work specified in the grant by the completion date (November 2020) of the grant. The library will also need to hold a public hearing to apportion part of the money of the total \$13,000 grant into the capital improvements budget for the necessary wiring and building remodeling as those costs will exceed 10% of the Capital Improvements budget. Curtis made a motion to accept the grant. Lisa seconded. Motion passed. The Community Foundation will hold a formal presentation January 16th at 6:30 PM.

4.3. Library's 90th Anniversary

Director Weiss presented the winning essay from the Library 90th Anniversary. Virginia Fenstermaker was the winning essayist. Approximately 60 people attended the event, which was a historically large turnout.

4.4. Proposal and discussion of Holiday Pay for Part Time Workers

Director Weiss proposed giving part time staff Holiday Pay for the national holidays when the library is closed. The proposal is revenue neutral as staff has been making up the missed hours from holidays. This proposal is as an additional benefit to boost morale and aid in staff retention. After much discussion, Curtis made a motion to add the 7 major holidays from the employee manual as paid holidays for part time staff. The hours must be taken in the pay period where the holiday occurs and cannot be banked as vacation. Jessica seconded. Motion passed.

5. New Business

5.1 Librarian's report (Attached)

Director Weiss also discussed the preliminary audit report.

5.2 New Sexual Harassment Policy and form to comply with new Oregon laws.

Director Weiss presented an update to the Sexual Harassment Policy in order to comply with a new Oregon Law. The policy presented to the board was written by the Special Districts of Oregon Lawyer. The substantive change to the policy is a requirement for all employees to be formally informed of the policy and sign a form acknowledging receipt of the policy. Lisa made a motion to accept the new policy. Curtis seconded. The motion passed.

5.3 Close library on Dec 24 and Nov. 29

The Board decided to close the library on Christmas Eve and the day after Thanksgiving.

5.4 Holiday Food for Fines

The Board voted to allow the annual Food for Fines drive. The collected food goes to the Columbia Pacific Food Bank or the Kiwanas Food Drive. Holiday Food for Fines will run until New Year's Day. Fines will be forgiven at the rate of \$3 per food item for overdue fees only (no lost materials fees). Jessica made a motion to allow the Food for Fines as presented. Lisa seconded. Motion passed.

5 Other Business

There will be no Board Meeting in December. Members will need to sign checks to pay vendors.

6 Future Agenda Suggestions

7 Board Comments

8 Adjourn