



**Scappoose Public Library Board of Directors
Regular Business Meeting
February 17 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 7:10 PM. Attending were Mary Jo Mazzella, Linda Vermillion, Curtis Francis, Vice President Lisa Lewis, and Director Jeff Weiss.

Lisa called the meeting to order. Jeff 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: November 18, 2021

Lisa presented the consent agenda and 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.

Director Weiss noted the library was open regular hours with some in person programming restarted. Circulation has increased in January with the increase coming from circulation of adult materials.

4.2 Submitted and Approved Grants Progress

Director Weiss said the eBook grant from Penguin Random House the library applied for was not funded.

4.3 2022-23 Budget Planning and Schedule.

Director Weiss presented a proposed schedule for the 2022 budget process.

- Meeting Schedule:
- April 21st, Thursday 6:30 PM – First Budget Committee Meeting in Scappoose Library Meeting Room
- May 19th, Thursday 6:30 PM – Second Budget Committee Meeting (if needed) in Scappoose Library Meeting Room
- June 16 Thursday 6:30 PM – Budget Hearing.

The director will be responsible for legal notices of the meetings and hearings. A citizen's budget committee will be submitted for board approval at the March board meeting.

4.4 IT Support

More Power Computer Systems has not submitted a bid for service going forward. The library did get a one month extension of the \$120 per month rate. Reducing the number of public terminals was discussed. The thought was to reduce the public computers from 10 to 8. Currently, the library does not use all the computers at one time. Other libraries in the county are also considering reducing their number of public computers. Reducing computers would also reduce our potential I.T. costs.

4.5 Public Library Association Conference

Staff and board reservations have been paid. Children's staff is attending on Thursday, March 24 and carpooling to the conference. Director Weiss is attending on Wednesday March 23 and Thursday March 24. One staff member is attending remotely. Lisa is attending the full conference. The library will reimburse attendees for expenses and meals during the conference.

5.0 New Business

5.1 Librarian's Report

Director Weiss presented the Librarian's Report (attached). Earth Day 2022 plans involving the library were discussed. Current children's activity kits were presented. The Tiny Art exhibit that the library is doing in March was discussed. The library is distributing small art kits, one for adults and one for children in March and the library will display the art in the library. All the art is 3" x 3". Emily is also assisting the schools with their program to prepare children for Kindergarten.

Preliminary assessment figures for 2022-23 were released. The library is expecting about a 3.5% increase in taxes for 2022-23.

5.2 Indoor Masking in Library

Masking in the library was discussed. The Oregon mask mandate will probably end before the next board meeting. Weiss is planning on discussing this with staff at the March staff meeting. He has discussed the end of masking informally with staff and the staff seems to be with letting the public have a choice about whether to mask or not.

5.3 Movies in the Park Improvements Possible Grant

Director Weiss discussed the prospect of applying to the PUD for a grant to partially underwrite equipment upgrades and entertainment for Movies in the Park 2022. The board agreed to the grant application.

5.4 New Library Director's Job Description

A proposed new job description for the director was discussed because the current description is from 2007 and outdated. The board thought the new job description was good and should replace the (then) current job description

The board discussed and presented Weiss with his annual evaluation.

5.5 Motion to appoint Jeff Weiss Library Budget Officer for 2022

Mary Jo made a motion to appoint Jeff Weiss as budget officer for the 2022-23 budget. Lisa seconded. Motion carried unanimously.

6.0 Other Business

Director Weiss presented a draft of the annual report of the library to the board. Different highlights were discussed from the report.

7.0 Future Agenda Suggestions.

8.0 Board Comments

9.0 Adjourn.

Linda made a motion to adjourn the meeting. Curt seconded. Meeting was adjourned at 8:05 PM.