

**Scappoose Public Library Board of Directors
Regular Business Meeting
February 20, 2020
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: Mary Jo Mazzella, Lisa Lewis, Curtis Francis and Jessica Whitney, Director Jeff Weiss. Mary Jo led the group in the Pledge of Allegiance.

2. Public Input

There was no public input.

3. Consent Agenda

3.1. Secretary-Treasurer's Report

Director Weiss noted the library had \$30,000 more in the bank than during the same period in 2019

3.2. Presentation of Bills

3.3. Approval of Minutes January 16 2020

Minutes and consent agenda were approved. Lisa made the motion, Jessica seconded. Motion passed.

4. Old Business

4.1. Dates for multiyear planning meeting

Director Weiss proposed to have a Saturday public meeting to work on a new long range plan for the library as the current one expires this year. The board decided to have the planning meeting on March 28 from 9 – 12 in the library meeting room. Legal notices will be published in the Spotlight.

4.2. Closet Shelving

It was agreed that the new closet shelving was adequate for the children's activity items stored there.

5. New Business

5.1 Librarian's report

Attached. Rachel has left the library for another man. The board discussed promoting Emily Armstrong to a Children's Technician because the work she performs is equivalent to that of the Children's Technician but she is classified as a clerk. The board agreed to this increase provided that if she leaves the library the job will go back to being a clerk. Her hours would remain the same.

5.2 Meeting Room remodel bids

The library reviewed bids for the work in the meeting room. There were bids from one general contractor (Kurilo General Contracting) for the complete job for \$8602 and bids from several contractors who would

do a portion of the job (electrical – Peak Electric \$3606.50, Vent installation (Tony Mace) \$750). If we don't use the general contractor, we need to supply all material which is estimated to cost \$866. Neither bid included flooring. Both methods of getting the work done is within the grant budget. Flooring bids are from Wayne Martin (\$1585) and Carpet One Rainier (\$900).

The board decided to proceed with the project using the subcontractor bids for electrical and vent install due to the reduced cost and to use Carpet One if the warranties are the same.

5.3 Budget meeting committee and dates for meetings

The board discussed a timeline for budget meetings and putting together a budget committee as two of last year's committee are now board members. Meeting dates proposed were April 16 for the first budget meeting, May 21st for the second meeting if needed, and June 18 for the budget hearing. All meetings beginning at 6:30. Because of schedule conflicts, the board decided to move the April meeting to the 23rd at 6:30 PM. Director Weiss was instructed to have a Budget Committee proposal by the March library board meeting.

5.4 Census 2020: Library as a reporting site

The library will be a public reporting location for the census where citizens can fill out their forms online.

5.5 Summer Reading 2020

Summer Reading begins June 13 with the Scappoose Ukuleles as the kickoff event. The budget for summer reading is \$3880 with \$1880 coming from a state grant and the other \$2000 anticipated from the Friends of Scappoose Public Library. The library is also giving each child a book at sign up this year rather than at their second summer visit to the library. Children's staff has been purchasing remainder books since November in anticipation of giving away more books this year.

5.6 Movies in the Park 2020

The library will sponsor Movies in the Park this August. The movies will be more current than the movies shown in 2019. As there are only 4 weekends this August, so the budget for the event will be smaller. Director Weiss thinks he has enough donors to cover the event.

5 Other Business

The library's water leak in the main line into the library has been fixed by Sharp's Plumbing. The repair cost was about \$900 with location and repair. The library has a larger water utility bill this month and the next month. The city will forgive part of the bills, but not all the excess water usage.

6 Future Agenda Suggestions

The board needs to discuss staff salaries at next meeting for 2020-21 and add some extra hours for Elizabeth's maternity leave.

The library will look for volunteers for summer reading to help with sign-ups. Sign-ups will be online this year.

7 Board Comments

The board asked the director to pursue summer volunteers with the school system.

8 Adjourn

The meeting was adjourned at 8:15 PM.