

**Scappoose Public Library Board of Directors  
Regular Business Meeting  
July 19, 2019  
7 PM  
Library Meeting Room**

**Minutes**

**1. Call to Order and Pledge of Allegiance**

Attending were board members Mary Jo Mazzella, Lisa Lewis, and Stewart Millager. Board elected members Jessica Whitney and Curtis Francis were also in attendance. The meeting was called to order at 7:05 PM. Mary Jo led the group in the Pledge of Allegiance.

**2. Swearing in of New Library Board Members**

Newly elected library board members Jessica Whitney and Curtis Francis signed the Oath of Office and were sworn in as library board members.

**3. Public Input**

There was no public input

**4. Consent Agenda**

**4.1. Secretary-Treasurer's Report**

**4.2. Presentation of Bills**

**4.3. Approval of Minutes June 20, 2019**

Director Weiss presented the consent agenda. The consent agenda was accepted by motion. Stewart made the motion. Mary Jo seconded.

**5. Old Business**

**5.1. Movies and Concerts in Heritage Park update**

Director Weiss reviewed the attendance at the Concerts in the Parks series and the plans for the August movie series. Both events are fully funded by grants and donations.

**5.2. Summer Reading "A Universe of Stories" update**

The current enrollment in Summer Reading is 669 children. Supplies are running low, but we have ordered more or found substitutes in the basement. All the events have been over capacity, so we have moved into the park because of limitations on the size of the meeting room.

**5.3. Use of Meeting Room by Creekside Junior Academy**

Director Weiss discussed this with the library lawyer who saw no conflicts of interest, so the library has offered to rent the meeting room to Creekside starting in September.

#### **5.4. Discussion of Computer Use Policy and other local Computer Use Policies.**

Director Weiss sent policies from surrounding libraries to board members, but stated that after monitoring logs from the public computers, he is recommending filtering the computers. Most of the users viewing pornographic sites are adults. He recommended filtering the computers for pornography with using a filter that can be turned off at a patron's request for individual computers. Director Weiss stated that he has sent out a listserv post to other directors to see what filters they use. The board directed the director to investigate filtering options and spend up to \$700 on software that allows computers to be filtered and turned off on a by machine basis.

**5.5 Librarian's Report:** Attached.

### **6. New Business**

#### **6.1. Resolution to remove Bill Blank and Kevin Freimuth from Bank Accounts.**

Director Weiss presented a motion to remove former library board members Bill Blank and Kevin Freimuth from the library bank accounts. Stewart made a formal motion to do so. Mary Jo seconded. Motion passed. Documents were signed by the 3 current signing members

#### **6.2. Resolution to add Curtis Francis and Jessica Whitney to Bank Accounts.**

Director Weiss presented a motion to add new members Jessica Whitney and Curtis Francis to the bank accounts. Stewart made a formal motion to do so. Mary Jo seconded. Motion passed. Documents were signed by the 3 current signing members

#### **6.3. Library Board Officer Assignments**

As Kevin Freimuth was president of the board and Mary Jo was vice president (and now acting president), new officers need to be elected. Mary Jo was elected to be president for the remainder of the year and Stewart was elected to be vice president. New board members were briefed on quarterly board member trainings conducted by the Special Districts Association of Oregon. The board decided to move the September meeting to September 12 because president Mazzella will be out of town on the regular meeting date of September 19. Board meeting was cancelled for August. Board members were also encouraged to attend the end of summer reading ice cream social on the afternoon of August 17.

#### **6.4. Oregon Community Foundation Grant Application**

Director Weiss reviewed the Oregon Community Foundation grant application (attached) that was submitted to add a full kitchen to the library meeting room and start a lending library of specialty cookware items.

#### **6.5. Posting Documents on Website**

The board discussed what documents would be appropriate to post on the library website. It was decided that nothing with personal information, library account numbers, or signatures should be posted to the site. The board discussed posting meeting minutes, policies, and the library budget to the website. After discussion, it was decided that meeting minutes, policies, and the budget would be posted.

### **7. Other Business**

The board was reminded that checks would need to be signed after August 17.

## **8. Future Agenda Suggestions**

Computer policy revision.

## **9. Board Comments**

New members were welcomed to the library board. The newly formed board needs to work on a new multi-year plan for the library.

## **10. Adjourn**

Meeting was adjourned at 8:15 PM.