



**Scappoose Public Library Board of Directors
Regular Business Meeting
September 15, 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 7:05 PM. Attending were Lisa Lewis, Curtis Francis, Linda Vermillion, Director Jeff Weiss and Mary Jo Mazzella. Lisa led the group in the Pledge of Allegiance.

2.0 Public Input

There was no public attendance or input.

3.0 Consent Agenda

The board approved the meeting agenda.

3.1 Secretary-Treasurer's Report

3.2 Presentation of Bills

Director Weiss noted some expenses on the bill report. The Baker & Taylor bill is higher than average because of purchasing ARPA grant books. There is a bill from Entek for repair of the new units. Weiss explained that the heat exchanger on one of the new air handlers developed a leak and failed, shutting down HVAC on the second floor. Entek, who installed the unit repaired it and the service tech stated it was a manufacturing defect and said it should be covered even though the one year commercial warranty had expired. Entek then sent a repair bill for nearly \$7000. Jeff and the area manager for Entek negotiated for a couple of months and agreed the library would pay for the labor cost. The bill was for the cost of labor. The bills also included a \$100 invoice for the Mushrooms of Columbia County program instructor.

3.3 Approval of Minutes: August 18, 2022

Mary Jo made a motion to accept the consent agenda. Curtis seconded. Motion passed.

4.0 Old Business

4.1 Submitted and Approved Grants Progress

The library has been approved for the OHSU Walking Study grant, but the project is on pause because there have not been enough libraries participating at this point. Weiss said that he has applied for a Portland State University grant to teach GIS mapping to the community. Marty Marquis, a Scappoose resident and graduate student in geography would develop the curriculum and teach the class. The classes would be from 8-10 on four consecutive weeks. There has been interest from county government in learning the skills. Portland State would pay all costs through a IMLS grant. The library would receive 25 2 year licenses to Arcview GIS professional software

Weiss has also submitted a safety and security grant to the Special Districts of Oregon to cover half the cost of a new firewall appliance and software. This is to replace the aging firewall the library currently uses.

Wendi has turned in the Summer Reading grant application for 2023 to the Oregon State Library.

Weiss has to write final reports for completed grants as the final portion of our 2021 grants. Those grants are:

- \$15,400 Oregon State Library ARPA Grant
- \$2800 Columbia River PUD Economic Development Grant
- \$700 Scappoose Community Enhancement Grant
- \$2000 Columbia County Cultural Coalition Grant

4.2 Summer Reading Program 2022 Final Statistics

The Summer Reading Program had 594 participants. About 1/3 completed the initial activities. About 15% completed all activities. Weiss thinks the opening up of the economy which allowed family vacations affected participation.

4.3 Movies in the Park 2022 Final Statistics

Movies in the Park had record attendance with 200 or more every night. All of the sponsors want to return in 2023. The Police Department has committed to providing hamburgers and hot dogs again in 2023. We are committed to having similarly sized events in 2023. There was discussion about how to get more community volunteers for next year. Approaching scout troops was recommended by the board.

4.4 Scappoose Schools Library Partnership

Arpa grant books for the Scappoose schools have arrived and been delivered. According to the school librarian, our ebook apps are loaded on all school devices that students have. The library has ordered 1000 library cards in anticipation of the high school students being assigned to get library cards. High school students have not applied online for cards as of yet.

4.5 OHSU/NIH Research Grant

Previously discussed above.

4.6 Fall Programming

The new fall library programs have started. Cooking Club starts in October with pre-registration. It will be on 4 consecutive weeks in October for middle school grades. The initial group will be limited to 12 students

The library has also contacted Paul Barlow about offering free guitar lessons in November. The lessons will be Monday nights for grades 8 – adult. Group size will be limited to 12 with pre-registration required for all lessons.

4.7 Board Duties and Responsibilities Manual – Continuing Training.

The board discussed Section 3 of the Board Training Manual which covers public meetings. Weiss also distributed copies of the Oregon Statute which covers public meetings and executive sessions.

The board discussed public comment periods. The library schedules public input at the beginning of the meeting, but could also allow more public comments after new business to allow for comments on the new business and other topics covered in the meeting. The board wants to allow any member of the public no matter what they would like to comment on.

Executive session law was discussed. Lisa asked about executive sessions for employee evaluation. Weiss explained that while an executive session can be called to discuss the executive's evaluation, the state prefers that this would be done in open session. Executive sessions can also be called for salary negotiation. Executive sessions require regular meeting notification requirements unless there is a declaration for the need of an emergency executive session. Jeff said he prefers the standard noticing

procedure. Discussion can happen in an executive session but final decisions have to be made in a public session. The media can attend executive sessions.

Roberts Rules of Order, which all board meeting are supposed to use, were discussed. The procedure for discussing motions and how motions fail was discussed. Motion reconsideration was discussed and the board thought through how a failed motion could be reconsidered and voted on again after failure.

Weiss emphasized that it is a good idea for the Board to not immediately respond to public complaints. Follow up and research needs to be done before a complaint is responded to so bad decisions can be avoided.

5.0 New Business

5.1 Librarian's report

Attached. The library closed the Teen Room for the month of September because of misbehavior. Early in the month, teens were fighting in the Teen Room, throwing stuff at each other on the front porch, one threw a bottle at someone in the meeting room, so Jeff closed the Teen Room so there was not a hangout room for teens to drift in and out of.

Director Weiss will be on vacation September 20-27.

The new state law on paid leave was discussed and how that would interact with the library policy for leave. The new state law provides 12 weeks of paid leave. January 1, the tax to pay for the leave is implemented. This is a tax of 1% of payroll, paid 60% by the employee, 40% by the employer. As a small employer, the library can opt to not pay the library portion of the tax. If we pay it, we can possibly obtain some reimbursement for overtime and hiring temporary workers to fill the vacant position.

We could also choose to apply for an exemption for filing our policy as an equivalent plan (for a \$250 filing fee). The board discussed filing for an exemption and it is unlikely that our policy would qualify and equivalent because of the 3 month waiting period. The board discussed the employer portion of the tax and whether we would pay it. Curt advocated for paying the employer portion and made a motion for the library to pay the employer portion of the tax. Mary Jo seconded. Motion passed

Jeff presented new estimates from Oregon State for 20 year population growth and housing needs for Scappoose that were discussed at the 50 Year Planning Committee Meeting. The new figures anticipate a growth rate of 1.5% to 2.3% annually.

5.2 Piano in Meeting Room

We have reached out to St Helens Parks and Recreation and they do not want the piano. None of the agencies we have reached out to want the piano. We cannot give it to an individual because of state law. Library staff have proposed putting it outside and painting it as an art project. Jeff is not happy with that idea. Linda said she would see if the Senior Center was interested in it as they are a 501c3 organization that the library could donate the piano to.

5.3 Amazon Account

Amazon is eliminating all corporate accounts at the end of the year. The option they presented to us was to pay by invoice with a direct payment from the library bank accounts. Weiss said this is not a good option for the library because the billing cycles would not work with our board meeting schedule. Another option would be for the library to apply for the American Express Amazon Business credit card. A third option would be to increase the credit limit on the existing Inroads credit card to accommodate Amazon purchases. The disadvantage of expanding the Inroads credit limit is that the Amazon purchases would be intermingled with other credit card purchases whereas the under the Amazon corporate account they are segregated. The board directed Jeff to apply for the American Express Amazon Business card in order to keep the Amazon purchases segregated.

5.4 New IT Company

The library has hired a local company, System Alternatives to be our local contract IT provider and replace More Power Systems. More Power never could come up with a proposal for the library. The basic monthly fee for System Alternatives is \$360 a month which covers 2 hours of work, remote monitoring of systems, and software. They have installed monitoring software and anti-virus.

6.0 Other Business

7.0 Future Agenda Suggestions.

8.0 Board Comments

Linda noted that the flag needs to be replaced. Jeff said he knows and it is only 3 months old. He contacted the vendor who said 3 months in the industry standard for nylon flown 24 hours. Jeff stated he is shopping for a more durable replacement.

Curt asked about the training videos on the director's report. Jeff said one of those training videos needs to be viewed by board members by the end of the year.

9.0 Adjourn.

The meeting was adjourned at 8:30. Mary Jo made the motion to adjourn. Linda seconded.