



SCAPPOOSE
PUBLIC
LIBRARY
SCAPPOOSE, OREGON
P.O. Box 400 Scappoose, Oregon 97056

**Scappoose Public Library Board of Directors
Regular Business Meeting
October 18, 2018
7 PM
Library Second Floor**

Agenda

1.0 Call to Order & Pledge of Allegiance

Attending: President William Blank, Mary Jo Mazzella, Lisa Lewis, Kevin Friemuth, Library Director Jeff Weiss. William Blank called the meeting to order at 7:08 PM. As the meeting was in a room without a flag, there was no pledge of allegiance.

2.0 Public Input

There was no public input.

3.0 Consent Agenda

3.1 Secretary-Treasurer's Report

3.2 Presentation of Bills

3.3 Approval of Minutes: Sept 20, 2018

Mary Jo motioned to accept the Consent Agenda. Kevin seconded. Motion carried.

4.0 Old Business

4.1 Merging catalog with St Helens Library

Director Weiss gave a report that noted that he has signed contracts with the new vendor (TLC) and sent the current vendor notice of termination. The 25% down payment to TLC has been paid from the LSTA grant to the vendor. We have sent the first data extraction to TLC and the data has passed their tests. It is unlikely that TLC can meet the original deadline of November 30. Director Weiss has been negotiating with SirsiDynix to extend our current contract for 3 months. TLC's preferred install date is mid-January (we have since received firm installation dates from TLC of December 17 with training on the 18th and 19th). The first grant report is due to Oregon at the end of October. We will owe a bill to SirsiDynix for data extraction. The total bill is \$5800. The LSTA grant will pay \$3200 of the cost and the library will need to pay \$2600

4.2 Multi-year plan

The board discussed the 2018 proposed Public Library Standards and how they would affect the next multi-year plan. Director Weiss has sent the proposed standards to Board members. Discussion was made on where the library did not currently meet the proposed standards and how that will guide our

plan. Currently the standards are not a legal requirement, but the State Legislature is considering proposing minimum standards that all libraries need to meet as part of state code. The item was tabled for further discussion.

4.3 Entry Carpet Bids

Jeff Weiss presented bids for carpet for the elevator and entry from Wayne Martin Flooring and Floor Factors (attached). The library has used Floor Factors in the past and Wayne Martin Flooring is a local vendor that is reputable and has been in business for a long time. As the Wayne Martin bid is nearly half the Floor Factors bid, Kevin motioned that we accept the bid from Wayne Martin Flooring and Mary Jo seconded. Motion passed. The carpet will be installed in November.

4.4 New Public Computer Bids

(Bids attached) Director Weiss presented computer bids for 10 new public computers with the addition of a bid from SHI Incorporated which has a state discount agreement. Kevin noted that he works for Lenovo and will seek bids at employee pricing. The board agreed to not accept the bid from Preheim because they are the highest bid. SHI's bid is slightly lower than the bid from More Power Technology but uses a slower processor than the More Power bid.

Director Weiss also presented bid sheets for better computer management software (Deep Freeze) than the freeware the library currently uses. After discussion, the board decided we need to order computers before the next board meeting because of potential tariffs increasing prices. Lisa made a motion for the director to negotiate a purchase of 10 new computers not to exceed \$9000. Mary Jo seconded. Motion passed. Kevin will get pricing from Lenovo with his employee discount and forward that to Jeff and the board.

5.0 New Business

5.1 Librarian's Report (attached)

One item discussed from the Librarian's Report was Gail Coughlan's proposed donation of gift certificates from Joy Creek Nursery to have the library grounds professionally renovated. After discussion the board decided to accept the donation. It was proposed that the donation be run through the Friends of Scappoose Public Library so she can get a tax donation.

5.2 Allowing children with fines limited check outs proposed procedure (attached)

Director Weiss presented a proposed policy and procedure to allow children to check out limited books with overdue fines if they show responsibility in the future. The children would need to return their items on time and each time they do, \$1.00 in fines would be waived. If the children have unreturned items, they could not participate. The board recommended putting an age limit (18) on the policy and allowing the children one failure before they are removed from the program. Kevin made a motion to accept the procedure with noted board changes. Mary Jo seconded. Motion passed.

5.3 Employee Handbook review sections 8-12

Director Weiss distributed the final sections of the Employee Handbook to be revised. Even though there are not many comments from HR Answers in this section, there are several sections the director wants to rewrite. Those sections were partially discussed at the meeting. The board decided that the director should send the current manual with suggested changes to the board for the next meeting.

6.0 Other Business

Director Weiss noted that the mayor sent a thank you letter for the Movies by Moonlight programs this summer.

The board discussed the annual Library Birthday Party. It was decided that the 89th Anniversary Party would be held on November 10 in conjunction with the Friend's Booksale pending approval from the Friends of the Library from 10 - 1. Bill said he would pick up a full sheet cake for the event at Cosco with Happy 88th Anniversary Scappoose Library on it.

A new 20 hour per week library clerk has been hired. She is Emily Armstrong and was an elementary school librarian in California who moved to Scappoose with her family because of her husband's job. She comes with good recommendations.

7.0 Future Agenda Suggestions

The November meeting will include selection of officers.

8.0 Board Comments

9.0 Adjourn