



**Scappoose Public Library Board of Directors  
Regular Business Meeting  
November 15, 2018  
7 PM  
Library Meeting Room**

**Agenda**

**1.0 Call to Order & Pledge of Allegiance**

Attending: Director Jeff Weiss, Board President William Blank, Board Members Kevin Freimuth, Mary Jo Mazzella, Lisa Lewis. Board President William Blank called the meeting to order at 7:05 led the group in the Pledge of Allegiance

**2.0 Public Input**

One member of the public attended, but 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: Oct 18, 2018**

Director Weiss noted that the library has slightly over \$28,000 in the bank at the end of the tax year and that tax receipts have started to come in again. Mary Jo noted that there was a PERS fee of \$15 and an ACH of \$520.97 uncleared from previous months (Those fees ended up being \$15 that we believe we owe PERS for a retired employee but have not been billed for by PERS. The 520.97 was the September electric bill which should not have been on the report and has since been removed) Minus those 2 exceptions, the consent agenda was approved. Motion: Kevin. Second: Mary Jo.

**4.0 Old Business**

**4.1 Merging catalog with St Helens Library**

Director Weiss noted that the MARC database was getting transmitted to TLC on November 16. No new items can be added to the old system. The library needed to add fixed IP address to the IP range, so we added 5 fixed IP address. The library catalog will be down from December 1 through December 19. The library will be using offline software to check in and out during the period that the catalog is not in service. The library will need to be closed during training on the new system on December 18 and 19. The library will re-open on December 20 with a new catalog. Director Weiss will propose a motion to close the library for those 2 days in new business.

**4.2 Multi-year plan**

New statewide library standards were finalized on November 14, and Director Weiss has forwarded those standards to library board members. The library will plan on having a staff/board retreat in February or March to work on a multi-year plan that addresses the new standards that the library is not fulfilling and plans to meet essential state standards. Director Weiss noted that the library fulfills about 75% of the standards already.

#### **4.3 New Public Computer Bids**

Lenovo has moved our order to the small business division and we lost our staff discount. Director Weiss presented Lenovo's new bids and pricing from Dell on similar computers. After discussion, it was decided that Kevin would reach out to Lenovo again about employee pricing and the library would proceed with the best deal offered. Due to the low credit limit on the library credit card, Director Weiss may need to pay with a personal credit card and get reimbursed for the computers. More Power Computer Center will be setting up the computers and rebuilding the library software package and steady state software on each computer for \$330 per computer.

#### **4.4 Handbook discussion sections 8 – 12**

The remainder of the employee handbook was discussed. The board had copies of the current handbook and the suggested changes from HR Answers. A revised Equal Employment Opportunity statement was added. The Immigration and Nationality Program statement and procedure was eliminated because it dealt with obsolete legislation. Formal employee reviews were set to be completed by the March Library Board meeting. A new Handbook Acknowledgement Form recommended by HR Answers was added. A Lactation Break policy was added. Work and schedules statement recommended by HR Answers added. Motion to approve changes were made by Kevin seconded by Mary Jo. Motion carried.

### **5.0 New Business**

#### **5.1 Librarian's Report**

See attached report.

#### **5.2 New Employee Emily Armstrong**

The Library has hired Emily Armstrong as our new part time clerk. Emily has a background as a school librarian in California. She will be working with Wendi on children's programs.

#### **5.3 Close Library for new catalog implementation & training Dec 18-19.**

Motioned by Lisa, Seconded by Kevin. Motion passed.

#### **5.4 Fine Free December**

The library will not charge overdue fines for the month of December. This is because of the online catalog being offline for 2 weeks. Motioned by Kevin. Seconded by Mary Jo. Motion passed.

#### **5.5 Food for Fines**

Food for Fines will start December 20<sup>th</sup> when the new catalog goes live and continue through January. \$3 in fines waved per food item. Lisa made the motion. Mary Jo seconded. Motion passed.

#### **5.6 Summer Concerts 2019 in Heritage Park and Summer Films**

The library will sponsor 6 Summer Concerts and at least 4 movies in Heritage Park in Summer 2019. Director Weiss will meet with the City Manager to plan these events. The Library has applied for a Columbia County Cultural Coalition grant to partially underwrite the concerts.

### **5.7 Bid for Heat Pump Repair**

The Trane heat pump has failed again. Columbia Northwest has submitted a bid for repairs in excess of \$1800. The board decided to repair it one more time (it is only 2 years old) and terminate the maintenance with Columbia Northwest.

### **6.0 Other Business**

Election of officers: Board President: Kevin Freimuth. Bill made the motion, Mary Jo seconded. Motion passed. Vice President: Mary Jo Mazzella. Kevin made the motion, Lisa seconded. Motion passed.

Lisa enquired about e-mail she received about conflicts of interest. No one else knew what it entailed (it turned out it was an e-mail from the auditor sent to every board meeting.) Checks will need to be signed by board members in December.

Mary Jo made a motion to suspend the December meeting. Kevin seconded. Motion passed.

### **7.0 Future Agenda Suggestions**

### **8.0 Board Comments**

### **9.0 Adjourn**