



**SCAPPOOSE
PUBLIC
LIBRARY**

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

**Scappoose Public Library Board of Directors
Regular Business Meeting
May 17, 2018 at 7 PM
Library Meeting Room**

Minutes

1.0 Call to Order, Pledge of Allegiance to the Flag

Attending: Bill Blank, Lisa Lewis, Kevin Freimuth, and Library Director Jeff Weiss. Bill Blank called the meeting to order at 7:02 PM. The Pledge of Allegiance was led by Bill Blank.

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:

Jeff presented financial reports for March and April noting that the library currently has \$133,000 in all our investment accounts and expects to earn \$10,000 to \$20,000 in taxes and fines and fees through the end of October.

Kevin made a motion to accept the consent agenda. Lisa seconded it. Motion passed unanimously.

4.0 Old Business

4.1 Employee manual review of HR Answers recommendations.

Jeff presented the first 5 sections of the employee manual with suggestions from the consulting firm HR Answers. The library needs several policies added to the employee manual to comply with new Oregon law that was passed since the last time the employee manual was revised. Various aspects of the new proposed policies were discussed. This agenda item was tabled and would be taken up later in the meeting under new business as time allows.

4.2 Columbia County Reads

The library gave away 35 books and there were 18 adults in attendance at the talk by Willy Vlautin

4.3 Dolly Parton Imagination Library/Columbia County Early Readers

Jeff presented information (attached) on the county wide project to bring the Dolly Parton Imagination Library to Columbia County. The Imagination Library is a nonprofit sponsored by Dolly Parton which mails a book a month to children in a geographic area between the ages of 0 to 5. Longitudinal studies have shown that children who have participated in this program arrive to school more prepared and perform better in school for their entire academic careers. Most of the social service organizations in the county have joined together to make this program a reality. United Way of Columbia County is the fiscal agent and the sponsoring 501c3. The Columbia County group has gotten a grant from the James and Shirley Rippey Family Foundation to underwrite half of the costs for the first 3 years of the project. The anticipated cost for Columbia County for the first year is \$4788 and for the second year \$11,518 of which the James and Shirley Rippey Family Foundation would underwrite half. The local committee (Columbia County Early Readers) would like to have 2 years of local funding (about \$8000) in the bank before doing a wide public roll out of the program. For the initial sign up, the group will sign up children from Head Start and WIC as we have to have at least one child signed up by June 30 to qualify for the James and Shirley Rippey Family Foundation Grant. Bill offered to give the program free booth space in the Saturday Market for when wide publicity is done.

4.4 Summer Movies in the Park

Jeff presented a proposal for the library sponsoring a series of 5 movies in Heritage Park in August. The city of Scappoose has pledged \$2000 to the project to underwrite the cost of new projection and sound equipment and Jeff has applied for a \$750 grant to partially underwrite the cost of film rental and publicity. The city would like the films to be on every Friday in August in the park.

4.5 Mandatory insurance @ 34 hours/employee

Oregon requires a \$10,000 life insurance policy and a \$10,000 Accidental Death and Dismemberment policy on public employees who work 34 hours a week or more. The cost of this group policy is less than \$60 per employee per year.

5.0 New Business

5.1 Librarian's Report (attached)

5.2 Summer Reading

Summer Reading activities were discussed including having an end of summer cookout. We would anticipate high participation in that and will need to get additional grills and have plenty of food.

5.3 HOA Meeting Room Use

The Board discussed increasing the meeting room fee for HOAs to \$30 from \$5. The library had been charging our community non-profit rate to HOAs which has led to several out of county HOA's booking the meeting room. At the \$5 rate, the library does not cover costs for the room rental. Lisa made a motion to raise the meeting room fee to \$30 for HOAs. Kevin seconded the motion. The motion passed unanimously.

6.0 Other Business

Discussion was made on the suggested employee manual changes from HR Answers. Jeff was asked to investigate Oregon's laws on sick leave to be sure we are compliant with the 2016 state law. There are three laws that the library needs to comply with that we need policies for. These are: Leave to Donate Bone Marrow, Crime Victim's Leave, and Domestic Violence Leave. Sample policies for these that were recommended by HR Answers were discussed. Jeff will write policies based on the sample policies to present at the next board meeting. Jeff brought up the possibility of having an employee sick bank as a benefit to employees in case of extended illness. The board is amenable to this proposal and asked Jeff to present a proposed policy.

Jeff will be off work from June 25-29.

7.0 Future Agenda Suggestions

Personnel policy revisions: The board will look at sections 6 and 7 at next board meeting.

8.0 Board Comments

9.0 Adjourn