

**Scappoose Public Library Board of Directors
Budget Hearing
June 21, 2018
6:30 pm
Library Meeting Room**

Agenda

1.0 Call to Order: Pledge of Allegiance to the Flag

Present: Board Members Lisa Lewis, Mary Jo Mazzella, Board President Bill Blank. Staff: Director Jeff Weiss.

Board president Bill Blank called the meeting to order at 6:35 PM and led the Pledge of Allegiance

2.0 Budget Review

Board President Bill Blank reviewed the financial summary of the 2017-18 budget approved by the Scappoose Library District Budget Committee. After review, he asked for input.

3.0 Public Input

There was no public input.

4.0 Adjourn

The Budget Hearing was adjourned at 6:43 PM.

**Scappoose Public Library Board of Directors
Regular Business Meeting
June 21, 2018
Immediately following Budget Hearing Meeting
Library Meeting Room**

Agenda

1.0 Call to Order

The meeting was called to order at 6:45 PM by President 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: May 17, 2018

Bill Blank asked for a motion to approve the consent agenda. Lisa Lewis made a motion to accept the consent agenda. Mary Jo seconded. Motion passed unanimously.

3.0 Old Business

4.1 Review of employee manual sections 1-5.

Recommended changes from our consultant HR Answers to the sections of the employee manual were discussed by board members and the director. Sick leave definitions were change to accrue at .046 hours per sick leave per hour for all employees and definitions of sick time use were changed to comply with Oregon state law. 3 new leave policies were added to comply with Oregon state law: Bone Marrow Leave, Crime Victim's Leave, and Domestic Violence Leave. These new policies were discussed by the board members and the director.

4.2 Movies in Heritage Park

Director Jeff Weiss presented a budget and donor list for outdoor movies in Heritage Park along with a proposal for sponsorship levels for the event along with a plan for a newspaper insert.

4.3 Waving of fines past statute of limitations

Director Jeff Weiss reported that all overdue fines that have aged past the Oregon statute of limitation have been waved and if the corresponding library cards were expired; those cards have been purged from the circulation system.

5.0 New Business

5.1 Adopt Budget Resolution 66-18

Board President Bill Blank read the 4 resolutions to adopt Budget Resolution 66-18 for the 2018-19 budget year (document attached). Lisa Lewis motioned to accept the first resolution adopting the budget. Mary Jo Mazzella seconded the motion. Motion passed. Lisa Lewis made a motion to accept the second resolution making appropriations. Mary Jo Mazzella seconded the motion. Motion passed. Mary Jo Mazzella made a motion to accept the third resolution imposing the tax for the year. Lisa Lewis seconded the motion. Motion passed. Mary Jo Mazzella made a motion to accept the fourth resolution categorizing the tax. Lisa Lewis seconded the motion. Motion passed. Board President Bill Blank signed Resolution 66-18. Jeff Weiss will deliver a copy of the resolution and other necessary documents to the County Assessor's Office.

5.2 Librarian's Report (see separate document)

5.3 Summer Reading Program – Report

The library has signed up nearly 200 summer reading participants in the first week.

5.4 Proposal for Summer Reading Food for Fines

Rachel Lunden submitted a proposal to the board to have a summer food for fines program during summer reading. Like the winter food for fines, fines would be forgiven at the rate of \$3 per food item donated. The goal is to forgive as many children's fines as possible. Lisa Lewis made a motion to accept the proposal and have a Summer Reading Food for Fines program. Mary Jo seconded. Motion passed.

5.5 Replacement of air conditioner unit – review of bids

The 23 year old 4 ton air conditioning unit on the library has sprung a Freon leak and is not functional. Jeff presented bids from 4 local HVAC contractors: Columbia NW, Feltons, and John Burger. Columbia NW was the lowest cost bid on the replacement because it reuses the tubing and air handler already installed in the library. Lisa Lewis made a motion to accept the bid from Columbia NW in the amount of \$4,976.20. Mary Jo seconded. Motion passed. Jeff will schedule the work at their earliest possible convenience.

5.6 Raise credit limit on library credit card

Jeff requested an increase in the credit limit on the library credit card from \$3000 to \$5000 in order to pay for new equipment for Movies in Heritage Park. Primarily the credit card is used to automatically pay utilities and service contracts for the library, so there is never enough unused limit on the card to make major equipment purchases or to bulk purchase books for summer reading prizes. Bill Blank motioned to raise the credit limit to \$5000. Mary Jo seconded. Motion passed and board members signed the document noting the resolution for the credit union. Jeff will need to get signatures from absent board members.

5.7 Discussion of employee manual sections 6-7

Much discussion was spent on the proposed marijuana use policy as marijuana is legal now in Oregon. It was decided that Jeff would check with Multnomah and Hillsboro libraries before the next board meeting as to their current policies. He would also ask for clarification from HR Answers. There was also about 7.26 Discipline Related to Abuse. Pre-employment drug screenings which are in the policy manual was also discussed. It was decided to retain the pre-employment drug screenings. The board decided to table the discussion because many of the remaining suggested policies in this section were related to computer use policy and that is an area of expertise that is possessed by absent board members.

6.0 Other Business

Jeff was given authority to be the library's representative and sign contracts related to state and federal grants the library has been awarded.

7.0 Future Agenda Suggestions

The barbeque for the end of summer reading and how to staff it was discussed. The board also discussed the schedule of summer reading events. The possibility of buying a new gas grill was discussed.

8.0 Board Comments

9.0 Adjourn

Bill Blank made a motion to adjourn at 8:15 and Mary Jo seconded. Motion Passed.