



**Scappoose Public Library Board of Directors  
Regular Business Meeting  
February 16, 2023  
7 PM  
Library Meeting Room also broadcast on Zoom  
Minutes**

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

Attending were Library Director Jeff Weiss, Board President Lisa Lewis, Vice President Mary Jo Mazzella, Curtis Francis, and Linda Vermillion. The meeting was called to order at 7:10. Lisa led the group in the Pledge of Allegiance.

**2.0 Public Input**

Sherrie, a resident from Columbia County called in remotely. She complimented the library on previous work, but was concerned that the library might have a drag queen story time and she wondered who selected the books for the library. Director Weiss stated that the library has no plans to have a drag queen story time and that the different librarians in the library select the books in the library.

**3.0 Consent Agenda**

**3.1 Secretary-Treasurer's Report**

**3.2 Presentation of Bills**

**3.3 Approval of Minutes: January 21, 2023**

The bills and financials were presented. Bills were discussed including the backflow valve repair and the annual insurance bill. 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**

Director Weiss said OHSU had paid the library the \$5000 grant for the walking study. The Columbia County Cultural Coalition has approved the library's grant for \$2000 for Movies in the Park. The walking study health questions were discussed in how people were screened. No one under 18 may participate in the study. The goal is to have a group selected by April 1. The library also is waiting on checks for summer reading from the Friends of Scappoose Public Library and the OSU Mapping grant. There is supposed to be a meeting of libraries conducting the mapping program in mid-April. Mary Jo asked if the students taking the course would be able to have their own copy of the professional software. Jeff stated that we had tried to negotiate with ESRI to allow students to have their own copy but were rejected. There is a version open to the public on the internet, but it has limited functionality. To use the professional version, students would need to be in the library.

**4.2 Spring Programming Update**

Part of the librarians report now contains a list of all public programming for the library. He discussed some of the events on that list. The library is trying to get a drop in RPG group going but cannot find a leader for the group.

#### **4.3 Bathroom Control**

The library has unlocked the library bathrooms and has not had any problems so far.

#### **4.4 OHSU Walking Study**

Discussed under 4.1

#### **4.5 2023 Board Elections**

The library has a full slate of candidates for board elections. A list of all county candidates was distributed to the board. Lisa knows one of the candidates who is a retired teacher and poet.

### **5.0 New Business**

#### **5.1 Librarian's report (Attached)**

The Dolly Parton Imagination Library raised \$6600 at last week's fundraiser. It has also received a \$10000 grant from the Columbia Pacific CCO. This is nearly equivalent to a full year's expenses. Jeff asked if any of the board want to attend this year's library conference in Bend. Due to coverage issues, the library will not be sending any staff this year, but will purchase a remote ticket so staff can attend some training sessions.

Jeff has been asked to help plan Earth Day for the city. We want to concentrate on the current rebate programs for equipment replacement and energy efficiency. We will be giving away an electric bike for the event. The library was asked to be fiscal agent for the event. He asked the board about whether that is OK. The event will be a profitable event. The library was asked because the Parks and Recreation Committee has no 501c3 designation or an account with the city. The board discussed what would happen with the profits. It was discussed whether the profit would need to be turned over to the city. The board was concerned about having responsibility for city event money. The board recommended that Jeff talk to the city manager and fiscal person to find out how this could work and options. Jeff will also contact the library auditor to find out their take on this.

The first Consejo Hispano event was not successful. The second event will involve tax preparation for Hispanic speakers. Jeff also is going to have Arianna lead a bilingual story time at 1 PM to try to get families to the event.

Jeff requested that the meeting room piano be given away. The library can dispose of it as we see fit. The board suggested offering it to the different churches, preschools, and schools. The board decided it could be disposed of.

#### **5.2 Budget: Review Committee, Appoint Budget Officer**

Jeff distributed the list of people who had committed to being on the budget committee from last year's committee. Jeff asked if the board would like to keep the same citizen's committee or find a new one. The board instructed Jeff to keep the same committee. Mary Jo made a motion to appoint Jeff Weiss as budget officer. Linda seconded. Motion passed. The first budget committee will be on Thursday April 20. Some board members cannot attend the March 16 board meeting, so the board decided to move the meeting to the fourth Thursday March 23.

#### **5.3 Teen Intern**

The Oregon State Library is sponsoring teen internships for Oregon Library during summer break. The grants would pay for 10 hours of intern plus supplies for a creative project they would create in the library. The intern would need to be a student going into their junior or senior library. They would need to create a

project during their internship that reflects their interests. The library is going to apply for the grant and won't know if we are approved until March.

## **6.0 Other Business**

Lisa asked about summer reading. Jeff stated that we would be following the national theme for summer reading. (The theme for 2023 is Find Your Voice). Mary Jo asked how many participated last year. Jeff stated about 500 children participated last year. She asked how many he anticipates participating this year. Jeff said about 600.

## **7.0 Future Agenda Suggestions.**

### **7.1 Review Collection Development Policy**

Jeff distributed the Collection Development Policy to the board in anticipation of discussion at the next board meeting. The policy is one that should be reviewed by the board every 2 years. Lisa suggested that we review all policies on a rotating basis.

The board will also perform the annual evaluation of the director at the March board meeting. Jeff will send evaluation forms to each board member to complete and return to Lisa to compile.

## **8.0 Board Comments**

Lisa stated that the St Helens Makerspace employees presented at a meeting and she wondered what maker kinds of things the Scappoose Library has. Jeff stated the library has some maker things we circulate but has no makerspace. Jeff said his concern is venting the gasses created by the makerspace equipment. He has toured the Multnomah County makerspaces and they have industrial range hoods over their equipment to vent. Curtis said one of his friends has a 3D printer and he has to keep it in a warm room and it does outgas chemicals as it prints.

Lisa also wanted to make the group aware of the the Columbia County Choir production of The Wisdom of Columbia County which is a musical presentation of the history of Columbia County.

## **9.0 Adjourn.**

The meeting was adjourned at 8:15.