



**Scappoose Public Library Board of Directors
Regular Business Meeting
March 17 2022
7 PM
Library Meeting Room also broadcast on Zoom
Minutes**

1.0 Call to Order and Pledge of Allegiance

Attending were Director Jeff Weiss, Board President Jessica Whitney, Board Vice President Lisa Lewis, board members Mary Jo Mazzella, Linda Vermillion, and Curtis Francis. Citizens Patricia Lee and Anthony Sorace attended via Zoom. The meeting was called to order at 7:06 PM. The Pledge of Allegiance was led by Jessica Whitney

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: November 18, 2021 (really February 17, 2022)

Director Weiss noted that there was a new vendor, Jordan Weiss who would be presenting April's mushroom program. He also noted that the credit card bill was higher than normal because of paying conference fees for the Public Library Association for staff and the board member who are attending. He stated that there was no financial (Secretary-Treasurer's) report this month because the library's bookkeeper had gotten hit by a car and was unable to complete the report. He included a copy of the library's current bank and treasury account reports in the board packet. Lisa made a motion to accept the consent agenda. Mary Jo seconded. Motion passed. Note: there is a typo on the agenda. The minutes to be approved were from the February 17, 2022 meeting, not the November 2021 meeting.

4.0 Old Business

4.1 Reopening of Library: Library Hours Expanded. In Person Programming Restarted.

The library is no longer requiring masks in the library. Staff is still wearing masks by choice and wants to wait to unmask to see if there is another surge. Children's programming is restarting next week with Storytime starting the first week of April.

4.2 Indoor masking

Director Weiss stated that about half the patrons of the library still wear masks by their own choosing. The library will continue to supply free masks to patrons until demand wanes.

4.3 Submitted and Approved Grants Progress

Director Weiss stated that the grant submitted to the Columbia River PUD has received approval from their grants committee for the library grant to underwrite Movies in the Park this summer. We await final approval from the PUD full board. He will be attending their next board meeting for their vote on the library grant of \$2800. The library has negotiated a flat rate for the summer with Swank Films again instead of paying a negotiated price for each film showing in Heritage Park

4.4 2022-23 Budget Planning.

Preliminary budget documents for 2022-23 were presented. As a preliminary comment, he noted that Scappoose Library serves about the same population as St. Helens Library but has exceeded St Helens Library in circulation for the past two years. He also noted that Scappoose Library has more initial circulations and St Helens has more renewals probably because St Helens has a circulation period that is shorter than Scappoose by a week.

Fines were discussed. Currently the library is not charging overdue fines and voted in December to eliminate fines on children's materials. The library earns a few thousand dollars a year from fines. Curtis wondered why we haven't restarted as the library is fully reopened without masks. Director Weiss stated that the library has not charged fines for two years and it does not seem to have affected the library's finances. Curtis stated that if the fines were not a significant income source they probably weren't needed. The board discussed the potential problems of getting materials returned, but Weiss stated they had not seen a significant increase in unreturned materials. Weiss said the library mails patrons three physical notices if materials are overdue beyond a week. There is a notice at 10 days, a notice at 30 days, and a final bill thereafter for the replacement cost if the items are not returned. The patron also gets email noticed during that period if we have an email address for them. Weiss said several Washington County libraries no longer charge fines and that is new since the pandemic. Lisa said she thought not charging fines would be good public relations. Linda suggested that we don't charge fines through the end of the year and revisit the decision in January. At that point we could decide whether to make the change permanent. The board agreed to try this.

The preliminary budget was discussed with the understanding that these figures would probably change by the budget committee meeting. Weiss anticipates carrying over \$225,000 from the current budget and receiving about \$340,000 in property tax and earning about \$27,000 in grants, fees for services, and donations. Staff pay was discussed. Weiss said he was recommending a 2% step plus a 2% COLA for hourly staff. The general budget was discussed. Overall, the general budget is the same as the current year, but with monies shifted in some categories in anticipation of inflation. Weiss anticipates utilities, some professional services, computer services, and insurance to increase in the next budget year.

4.5 Public Library Association Conference

There was no discussion on this item. It was mentioned briefly in the Librarian's report. The conference is next week in Portland.

5.0 New Business

5.1 Librarian's report

The Librarian's Report was presented by the director. It is attached. Director Weiss is on the Scappoose 50 Year Planning Committee. The library participation in Earth Day and Earth Day events were discussed. The library art show and adult programming was presented. Weiss noted that the library is distributing more food during the produce distribution day on Wednesday and has requested more produce from the food bank. Budgeting money for some sort of health care underwriting was discussed. The library is not required to provide employee health care, but would like to provide some sort of health care. Currently staff is on differing health care plans that vary from private health care, the Healthy Oregon plan and Medicare. With the Oregon plan and Medicare, the library cannot provide monetary support to those staff. Fairness among all staff is an issue. Bonuses were discussed as an alternative based on hours worked and salary. Quarterly and semi-annual payments versus payments as part of the normal pay cycle were discussed. Giving staff gift cards was also suggested by Curtis. Weiss said he was not sure whether that was legal and would ask the library auditor about this and about the tax liability. The board suggested that the bonuses be paid out on a regular basis and that staff be made aware that the

bonuses were only for that budget year. As this topic is a budget item, it will be discussed and resolved in the April Budget Committee Meeting.

5.2 Earth Day in Heritage Park

This was discussed above as part of the Director's Report.

5.3 Scappoose 50 Year Plan Advisory Committee

Director Weiss presented the informational packet distributed to the 50 Year Plan Advisory Committee and gave the board members an assignment to please complete the citizen survey in the packet when they meet with any community groups they are members of.

5.4 Approve Scappoose Library Budget Committee

Jessica made a motion to accept the full Library Budget Committee which consists of the Library Board plus five citizens (Lisa Miyamoto, Sandra Wiggs, Linda Gittings, Marisa Jacobs, and Marsha Holbrook). Curtis seconded. Motion passed.

6.0 Other Business

Jessica called an executive session to conduct deliberations with persons designated by the governing body to carry on labor negotiations under ORS 192.660. Meeting was temporarily adjourned for the executive session.

Meeting was called back into session at 8:15 PM. The board discussed the director's compensation. The board offered a salary the same as the current year with a \$6000 one year bonus. Mary Jo made a motion to propose this salary. Lisa seconded. Motion passed. Salaries at other county libraries were discussed.

7.0 Future Agenda Suggestions.

8.0 Board Comments

9.0 Adjourn.

The meeting was adjourned at 8:30 PM.