



**Scappoose Public Library Board of Directors  
Regular Business Meeting**

**7 pm**

**March 21, 2024**

**Library Meeting Room also broadcast on Zoom**

**Minutes**

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

Attending were Board President Linda Vermillion, Vice President Jolene Jonas, Board Members Lisa Lewis, and Johanna Myers. Director Jeff Weiss attended. The meeting was called to order at 7:01 PM. Linda led the group in the Pledge of Allegiance. Elaine Nussbaum was absent.

**2.0 Public Input**

There was no public attendance or input. Jeff asked for approval of the agenda. Linda made a motion to accept the meeting agenda. Johanna seconded. Motion passed unanimously.

**3.0 Consent Agenda**

**3.1 Secretary-Treasurer's Report**

**3.2 Presentation of Bills**

**3.3 Approval of Minutes: February 15, 2023**

Jeff stated he had just received the financial report this afternoon, but it appeared to be correct from his brief review. Spending on library programs was a little less than this time last year, but the library has two big programs coming up that the library is producing for the city. Jeff has attended the state's budget training session online as a refresher. He said that the library should formally accept the two special purpose grants we have received via resolutions so that the money from those grants gets added to the spendable portion of the library budget. Without formally accepting the grants, the library general fund may go over the published budget because of the new programming responsibilities. Jeff said he will present resolutions at the next meeting. The library has a few thousand dollars more cash on hand than at the same time last year. Jeff asked if there were any questions on the financials or corrections to last month's minutes. Hearing none, Linda asked for a motion to accept the consent agenda. Jolene made the motion, Linda seconded. Motion passed unanimously.

**4.0 Old Business**

**4.1 Submitted and Approved Grants Progress**

Jeff directed the board to look at the last page of the Director's Report. He noted that without Movies in the Park which is part of the next fiscal year's budget, the library had received grants, donations, and pledges in the amount of \$22,000 which will fund both Earth Day and the Scappoose Summer Outdoor Festival. Jeff estimated the cost for Earth Day at \$2,000 barring printing cost increases and unexpected expenses. He noted that the fixed cost so far is the bicycle to give away (\$899) and printing. Entertainment is being donated and Dahlgren's has committed to donating battery operated tools to give away.

Jeff said he had talked to the city's finance head and asked for the \$10,000 grant check for the Outdoor Festival to be issued to the library.

Jeff said that the mayor encouraged the library to apply for a Community Enhancement grant to help fund library activities that we produce for the city. Those grant applications are due May 7. The mayor encouraged us to apply for \$3,000. Jeff said that he planned to apply for those funds for Movies in the Park. Lisa asked what Movies in the Park cost to produce. Jeff stated that with 5 weekends in August this year, the event will cost around \$5,000 total depending on the price of movie rentals this year. For the past 2 summers, the library was able to pay a flat fee for the entire summer. If the rental agency returned to a per film rental fee, the cost is more.

Jeff said that he had attended the budget trainings to see how the library could appropriate money for the summer events that were unplanned during the last budget planning. We had not anticipated producing those events until city government asked us to. Some of the money for those events comes from donations and sponsorships, but the money from the Public Utility District and the City of Scappoose are special purpose grants for the new summer events. He said that we could accept those grants by board resolution and designate the money for the events. One other possibility if needed would be to move money from contingency for the events. We could move up to 15% of the budgeted amount without having a budget hearing, although he didn't think we would need to. Jolene asked if the contingency could only be used for emergencies. Jeff said that is the way he budgets it, but the state considers it to be an appropriated money that is not attached to a specific appropriated fund, but any use of the contingency in excess of 15% of the fund total it is being moved to requires a budget hearing. Jeff said the library needs to be careful because we will have a lot of event bills coming due in June.

#### **4.2 Spring Programming**

The library is continuing regular winter programming through the spring. The library STEM day which was held in conjunction with the Northwest STEM hub was a big success with over 100 attending over the course of 2 hours. The homeschool group went on a tour of the Scappoose High School theater department. The special events for high school and middle school this month were "Minute to Win It" style trivia games.

#### **4.3 Reading Dragons**

The Reading Dragons project is approaching the final phase for this year. Children will be designing their own cards and the winners will be announced during an event April 27<sup>th</sup>. We will print and distribute copies of the winning cards. Jeff shared blank design sheets with the board. After April, the program sunsets until the next school year

#### **4.4 Earth Day**

Earth Day is April 20<sup>th</sup>. Jeff has been working on planning activities for this event. Community groups will have booths. We will have technology talks again. In the morning, we will be planting at the Watts House and along the CZ Trail by the Trtek Trailhead. There will be a toxaway day held in the high school parking lot conducted by Community Club. We will have free food provided by Scappoose Grocery Outlet, Fred Meyer, and the police department for breakfast and lunch. The police will be cooking lunch on their grills. Jeff said he was working with Kayla from the Foursquare Church to help with the food in exchange for donations to their back-to-school backpack program.

#### **4.5 City Signature Event June 8**

Jeff said we had been working on finding funding for the past month and commitments just came through from enough sponsors to fund the event. Planning will begin soon.

## **5.0 New Business**

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

Circulation increased 15% year over year in February. The library circulated over 1,500 more items than St Helens that month. He said circulation has increase 70% in the past seven years which is a testimony to the quality of the staff the library has. Jeff said there were 4 applicants for the vacant budget committee position who we would discuss next.

He distributed some basic budget figures that he had been working with as budget officer. He said the biggest change is increases in programming to pay for city events should the board decide to continue producing them. He said he is trying to keep the remainder of the budget at 2024 levels, but projected price increases on fixed costs will require moving money among sub funds in the general fund budget. He is proposing a total 4% raise for hourly staff. Lisa asked about staff pay raises because the 2023 Budget Committee decided to give clerks a higher raise in the 2023-24 year with the promise that technicians would receive a higher raise in 2025. Linda asked whether the state minimum wage would affect our budget. Jeff said the figures would not be released until sometime in April and he didn't anticipate them having an effect, but wages would need to be adjusted if they are affected. There was discussion about pay rates in comparison to other area libraries. Jeff said our hourly rates are substantially lower than other libraries. Lisa wanted to keep the promise to technical staff to get a higher raise this year. The board asked Jeff to add an additional 1% to the budget proposal for technical staff in order to fulfill that promise and present those figures to the budget committee for the April budget meeting.

Jeff said that in the current budget he had under calculated the PERS and Paid Leave taxes. He thinks we will still be OK in the current budget, but he needs to increase those amounts for next year.

Jeff noted that Katie had found a full-time job and would be leaving at the end of March. He was planning a going away party. The library has posted the job.

Linda asked why we weren't doing a clean up on Earth Day. Jeff said that Dave, the parks supervisor said it was not needed and Jeff did not want children walking along Highway 30 picking up trash this year.

Jolene asked if we were going to repeat the STEM event. Jeff said that we anticipated having another event in the Fall. The STEM event was discussed. There were several stations that covered robotics, architecture, archaeology, rocketry, and electronics. Children got to choose either an electronics kit or a architecture building kit to take home with them.

### **5.2 Review Budget Committee Applicants. Select and Approve Budget Committee**

The board reviewed applicants for the open budget committee position. There were 4 applicants: Elizabeth Gerardo, Christine Everett, Karen Kessi, and Ginny McCarthy. All had financial backgrounds. Options were discussed. The board thought we should pick one to serve and one as an alternate because we have so many good applicants. The board discussed Christine's qualifications as she is a finance director at Intel. Linda asked for a motion of nomination. Lisa nominated Christine Everett for the open position on the budget committee. Johanna seconded. Linda called for a vote on the nomination. Christine was appointed to the board unanimously. The board then discussed the remaining candidates for the alternate position. The board discussed Karen Kessi's experience with government budgets. Jolene made a motion to appoint Karen as the alternate. Lisa seconded. Motion passed with Linda voting nay and Jolene, Lisa, and Johanna voting yes.

### **5.3 Preliminary Budget Information**

Jeff gave the board some preliminary budget figures. He stated he is anticipating and planning for no real income increase and budgeting using the same pool of money as the current fiscal budget. The board discussed last year's decision to alternate wage gains between the two levels of staff and the impact on the budget. Jeff said he thought adding the 1% to technicians would add about \$5000 to the total personnel budget. Jeff said he was keeping the tax income at the same figure as the current year budget which may end up underestimating property tax income, but with the Cascade Tissue potential refund

credit unresolved, he is unsure how that will affect revenue in the coming year. He also stated that we anticipate a 15% increase in insurance costs. He also said that the cash on hand figure is probably underestimated too. The citywide events are budgeted as paying for themselves through grants and sponsorships. The summer reading budget is also increased because of increased participation. We are also revising Summer Reading so that children get a free book on a return trip to the library instead of on sign up. Our statistics show that 25% of children who sign up, don't participate in summer reading and this will save the library money. Jeff said the increases in the substantial proposed budget are for citywide events and insurance at this point.

#### **6.0 Other Business**

Lisa asked about when elections will be held and who will be candidates. Jeff said elections were in 2025 (off year cycle) and Linda and Lisa's positions will be on the ballot. Lisa also asked about getting more high school volunteers to help with summer reading. Jeff said that was a possibility, but it is harder to get high school volunteers during summer break. Lisa asked whether adult volunteers would need to get background checks to volunteer with summer reading. Jeff said it was library policy to get background checks on all volunteers who work with children and we get 6 free as part of our Special Districts membership.

#### **7.0 Future Agenda Suggestions.**

There were none.

#### **8.0 Board Comments**

Jolene had a question about cataloging and wondered how it is determined whether the book is fiction or non-fiction. Jeff said the publisher creates the base record and it is expanded and upgraded on the national database by other librarians and we use records from that national database.

#### **9.0 Adjourn.**

Johanna made a motion to adjourn. Jolene seconded. Meeting was adjourned at 8 PM.