



**Scappoose Public Library Board of Directors  
Regular Business Meeting  
April 15, 2021  
After Library Budget Committee Meeting  
Library Meeting Room  
Also broadcast on Zoom**

**Agenda**

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

President Curtis Francis called the meeting to order at 7:30 PM. Attending were Francis, Jessica Whitney, Mary Jo Mazzella, Lisa Lewis, Stuart Milliger, and Director Jeff Weiss. Director Weiss led the group in the Pledge of Allegiance

**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: March 18, 2021**

Director Weiss presented the Secretary-Treasurer's report and the monthly bills due report. The Director discussed the bills due this month. Curtis made a motion to approve the consent agenda. Mary Jo seconded. Motion passed unanimously

**4.0 Old Business**

**1.1 Reopening of Library. Library Hours. Staffing. Meeting room.**

The potential for Columbia County to return to extreme risk was discussed. The current library policy is to be closed during the period where the County has been declared in extreme risk. The board decided we would follow current policy and the library would go back to curbside pickup only if the county returns to extreme risk.

**1.2 County Library Board election 2021**

The library board has a full slate of candidates for the May election.

**1.3 Scappoose Centennial Celebration**

Activities and the library involvement in the Scappoose 100 celebration was presented. The library is primarily responsible for all activities in Heritage Park. There will be essay and art contests for school children. Tumblewheel Studio will host children's art activities, and there will be music and movies in the evening. The event website is Scappoose100.com. The Facebook page is

Facebook.com/Scappoose100. The city has a grant in with Travel Oregon to pay for a mural on the city building commemorating the event.

#### **1.4 Little Free Library on Library Grounds**

The Little Free Library has been installed on the front porch of the library. We will be registering it with the Little Free Library Association so it is official and listed on maps as a little free library.

#### **1.5 Columbia County Reads with ALA Community Conversations Grant**

The library has received a \$3000 grant from the American Library Association and the Association of Small and Rural Libraries to pay for Columbia County Reads in 2021. The book read will be Hidden Figures by Margot Lee Shetterly. The book is available in grade school, middle school, and adult reading levels so all families can participate as a group. Director Weiss will be meeting with the other county librarians next week to start planning the program. All counties in the library are participating in Columbia County Reads and will have events related to and incorporating the themes of the book.

### **2.0 New Business**

#### **2.1 Librarian's report**

Director Weiss discussed his report with the board. It is attached.

#### **2.2 New Library Purchasing Policy.**

Director Weiss presented a new Purchasing Policy based on two different policies he had found from a public library (Poughkeepsie Public Library) and a university (Arcadia University). The policy (attached) outlines responsibilities and procedures based on the amount of purchase, a policy for emergency situations, and a bid process for large purchases. The board discussed threshold amounts for the following categories: discretion of the Director (up to \$1,000); confirmed pricing verifiable by written or online pricing, telephone or e-mailed quotes and approved by the board (\$1,000 to \$5,000); written quotes to be approved by the board (\$5,000 to \$30,000); and a formal Bid process (over \$30,000). Stewart made a motion to adopt the policy. Lisa seconded. Motion passed unanimously.

#### **2.3 Board response to audit concerns.**

The auditor found four areas of concern in our 2019 – 20 audits. By state law, the Library Board needs to address these with a formal plan of action. Director Weiss presented a plan of action to the board which is attached and must be submitted to the state auditor after board approval. The deficiencies are:

1. The library uses QuickBooks accounting software, which is not favored by Oregon for governmental agencies.
2. There is not sufficient staff to provide adequate segregation of accounting duties.
3. The library's contract bookkeeper did not provide fully accurate cash basis reports.
4. Due to a lack of communication between the bookkeeper and the director, three 941 submissions did not match the associated payroll reports.

Director Weiss discussed proposed corrective actions with the board. They are in summary:

1. The master QuickBooks file is maintained by a contract bookkeeper and no library employee has access to it, so the board regards this as a non-issue
2. The library has doubled its fidelity insurance and has requested electronic notification be sent to the Library Board President and Vice-President whenever there is a transfer of money from the Treasury Account.
3. In 2019, the library moved from accrual to cash accounting. If the contract bookkeeper makes similar mistakes this fiscal year, the library will find a new bookkeeper.
4. The Director thought the auditor was viewing an older QuickBooks file. The Director was running requested reports based on the QuickBooks file he thought the auditor had. The director always views the most current QuickBooks file copy supplied by the bookkeeper on his computer.

During discussion, the President and Vice President said they had not been receiving the electronic notifications from the state that they had filled out paperwork for in February. Director Weiss was instructed to follow up the state on those notifications.

Stewart made a motion to accept the Scappoose Public Library Plan for Accounting Deficiencies. Jessica Seconded. Motion passed unanimously. The President of the Board will sign the document before submission.

#### **2.4 Summer Reading Program 2021**

Wendi Andrews prepared an outline of the library's proposed Summer Reading Program (attached). The plan again tracks reading time, not number of books read because regular reading has been shown to have a better effect on learning. The goal to complete Summer Reading or children is 40 days of reading between June 12 and August 12. Events and activities are being planned, but will be all held outside because the library does not know what Covid restrictions we may be under. We are planning to restart library storytime outside socially distanced in June and have Saturday events for children beginning June 12 outside. All events will be in Heritage Park.

#### **3.0 Other Business**

There was no other business.

#### **4.0 Future Agenda Suggestions**

There were no future agenda suggestions.

#### **5.0 Board Comments**

Three board members are not able to attend on the regular board meeting date of May 20. The board discussed changing the meeting date. Director Weiss suggested the 27<sup>th</sup> of May because if the meeting is earlier than May 15, not all monthly bills have been received. The board decided to have the May meeting on the 27<sup>th</sup>.

#### **6.0 Adjourn**

The meeting was adjourned at 8:35 PM.