



**Scappoose Public Library Board of Directors  
Regular Business Meeting  
April 21, 2022  
Immediately following the 6:30 PM Budget Committee Meeting  
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 Curtis Francis, Linda Vermillion, and Mary Jo Mazzella; members of the public Marisa Jacobs and Marsha Holbrook. Jessica called the meeting to order at 7:36 PM. Jessica led the group in the Pledge of Allegiance.

**2.0 Public Input**

Marisa said that at the Budget Meeting, there was discussion about how the Director's salary would be increased. Marisa said that the committee intended the salary change to be an increase, not a bonus structure for 2022-23.

**3.0 Consent Agenda**

**3.1 Secretary-Treasurer's Report**

Director Weiss presented the February and March financial reports which had just been distributed to board members on the 21<sup>st</sup> due to health problems with our contract bookkeeper.

**3.2 Presentation of Bills**

Jeff noted that the library was purchasing a pass to the Rice Museum of Rocks and Minerals that could be checked out.

**3.3 Approval of Minutes: March 17, 2022**

Jessica made a motion to accept the March 17 Minutes and current bills. Lisa seconded. Motion passed. Approval of the financial reports was tabled until the May meeting.

**4.0 Old Business**

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

Jeff noted that the library is back to pre-pandemic status. Adult and children's programming is restored. The community groups who used the library in the past are meeting in the library again

**4.2 Indoor masking**

Some staff still are wearing masks as are some customers and the library is leaving masking up to personal choice.

**4.3 Submitted and Approved Grants Progress**

Jeff reported that the library was awarded the full \$2800 grant requested from the Columbia River PUD for support of this summer's Movies in the Park.

#### **4.4 2022-23 Budget Planning.**

The Budget Committee made minor adjustments to and approved the proposed library budget for 2022-23. The next step will be to hold a public budget hearing. The public hearing will be before the June library board meeting as recommended by the Oregon Budget Manual.

#### **4.5 Public Library Association Conference**

Several staff, Jeff Weiss, and Vice President Lisa Lewis attended the Public Library Association Conference in Portland. Jeff attended Wednesday and Friday. Children's staff attended Thursday. Elisa attended virtually. Lisa reported on her experience. Lisa said that what most affected her about the conference was a session that talked about having a diverse collection of books that are of value to marginalized members of the community so that they are not excluded from books that reflect their experience and concerns. She also said that Scappoose is blessed because we do not have the problems that larger libraries have. She attended a session that discussed distributing blankets, tents and other materials to the homeless. Jeff stated that he attended sessions centered on library administration and they were similar to conference sessions he had attended in the past. He said he attended one session specifically on outreach to underserved communities because he would like to implement delivery services to the homebound, but the session he attended used a model that was too expensive for the Scappoose Library.

#### **4.6 Earth Day in Heritage Park**

The library is participating and hosting Earth Day. We have children's activities planned starting at 11 AM. The library is having two children's activities. One is having the children make a wildflower seed bomb using a seed mix and paper. The other is leaf print necklaces using air dry clay. The schedule for Earth Day is to have cleanup along the CZ Trail and Chapman Landing followed by lunch and refreshments in Heritage Park.

#### **4.7 Scappoose 50 Year Plan Committee**

Jeff led the group to answer the survey questions that the 50 Year Planning Committee requested all community groups answer to provide input to the Committee on how they would like to see Scappoose evolve.

### **5.0 New Business**

#### **5.1 Librarian's report**

Jeff presented the Librarian's Report (attached). He discussed the Culture Kits that the library has done using the grant from the Columbia County Cultural Coalition. He explained the Comics Plus subscription that the library is evaluating that is a database that streams children's and young adult graphic novels. The advantage of the database is that it is not a checkout model, so multiple users can view the same book at the same time.

#### **5.2 Library Domain Emails and Business Suite**

Google is eliminating its free version of Business Suite for Nonprofits. The Library uses Business Suite for e-mail and Google Documents and internet forms. After June 1, we will be charged \$6 per user per month. Jeff stated he is eliminating all unused or expired emails and would like to condense the individual board e-mails from five individual emails to one [board@scappooselibrary.org](mailto:board@scappooselibrary.org). That would save the library \$280 per year. The board agreed to this change and directed Jeff to implement it.

### **6.0 Other Business**

None

**7.0 Future Agenda Suggestions.**

None

**8.0 Board Comments**

None

**9.0 Adjourn.**

Meeting was adjourned at 8:45 PM.