



**Scappoose Public Library Board of Directors
Regular Business Meeting
June 16, 2022
Following Budget Hearing
Library Meeting Room also broadcast on Zoom
Minutes**

1.0 Call to Order and Pledge of Allegiance

Jessica called the meeting to order at 7:03 PM. Attending were President Jessica Whitney, Vice President Lisa Lewis, Board Members Linda Vermillion and Mary Jo Mazzella. Director Jeff Weiss also attended. Mary Jo made a motion to accept the meeting agenda. Jessica seconded. Motion passed.

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: May 19, 2022

Director Weiss stated that because the treasurer's report for May was just completed, the board did not need to accept it this meeting but could table it until July. There were no questions or comments on May minutes. Weiss noted that there was a new vendor in the bills for the graphic novels database and a check to Special Districts Insurance Services for earthquake insurance.

Jessica made a motion to approve May minutes and May financials. Linda seconded. Motion passed. Jessica made a motion to approve June bills. Linda seconded. Motion passed.

4.0 Old Business

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

Library business is back to pre-covid levels according to Jeff. Circulation is back to pre-covid levels. The library is circulating more items than St Helens and has more active library cards than St. Helens.

4.2 Submitted and Approved Grants Progress

The library has not been notified of approval of the Scappoose Community Enhancement Grant. The library has been approached by OHSU to participate in a research grant which will be covered under new business.

4.3 Summer Reading Program 2022

The board reviewed the printed materials for Summer Reading 2022 which begins June 18. There are three different age groups and different activities, prizes, and goals for each group. The board also reviewed the program schedule and performers. The last event is renting Eisenschmidt Pool for a pool

party. Jessica asked if we were insured for that. Jeff stated he checked with our insurance agent, who also is the pool's insurance agent and both organizations have adequate insurance.

4.4 Movies in the Park 2022

The submitted slate of movies was approved by Swank, the licensing company representing the movie studios. The movies that will be shown are: Napoleon Dynamite August 5, Encanto August 12, Beetlejuice August 19, and The Princess Bride August 26.

4.5 Scappoose School Library Partnership

Emily has been assisting the new librarian at the Scappoose Schools a couple of hours a week. The library received permission from the state library to use the rest of the ARPA grant to purchase new books for the schools. The library will spend the remaining \$3000 of the grant for those books by the end of August. The library will also issue all Scappoose high school students library cards in the fall. Jeff noted that the average age of a book in the high school is currently 1985.

4.6 Scappoose 50 Year Plan Committee

The 50 Year Plan Committee has been looking at housing needs for Scappoose. One concern of Jeff is that most of what is considered to be buildable land is actually oversized lots with owner occupied properties. Lisa asked what happens if we don't plan for housing needs. Jeff stated that the state requires cities to plan for 20 years of growth by HB 2003 passed in 2019. The 50 Year Plan Committee is in favor of keeping high density housing along the highway 30 corridor.

5.0 New Business

5.1 Librarian's report

Jeff presented the monthly librarian's report. The group discussed giving books to St Vincent's to put in the children's food weekend boxes they prepare. Jeff said he would contact them about this. Linda also said there were free books at Ichabod's and we should consider giving some to them. Most other topics were covered earlier in the meeting

5.2 OHSU Research Grant.

OHSU has offered the library a \$10,000 grant to participate in research for health outcomes for non-exercisers who start light exercise. This would involve recruiting 16-20 people who don't exercise into a weekly walking club which would be studied by OHSU research staff. \$5000 of the grant is contingent on making this group into a force for positive change in the community. That half of the grant would involve the group taking on a community project and attempting to complete the project. This study involves a two year commitment from the library and a weekly hourly commitment of at least 2 hours of staff time. Jeff has met with the researchers and the general time line is training library staff this winter and starting the program in late spring 2023. The board wants to pursue this project.

5.3 Automatic Renewal of Library Materials

St Helens library turned on automatic renewals in our catalog for everyone when they turned it on for themselves at the beginning of June. Linda asked if it would lower our fine income. Jeff stated that we are not charging fines through the end of the year, so it is revenue neutral. Jeff stated that he has not been publicizing it until the tests he is running complete, but it appears that any item in the collection will renew up to 2 times as long as there are no holds on the item. The board agreed to let the automatic renewals stay on.

5.4 Discuss and adopt budget. Adopt Budget Resolution 73-22 for the 2021-22 Budget and Approve Permanent Tax Rate.

5.41. Jessica made a motion to accept the revised budget documents as discussed at the June budget hearing for a total budget of \$602,350 with \$142,000 held in reserve and \$40,000 in

contingency. Her motion was to accept the revised budget documents as discussed during the public budget hearing which are the LB-30, LB-20, and LB-31 personnel and detailed expenditures. Lisa seconded. Motion passed.

5.42 Linda made a motion to accept Resolution 73-22 Adopting the Budget as revised in the amount of \$602,350. Lisa seconded. Motion passed

5.43. Jessica made a motion to accept the part of Resolution 73-22 Making Appropriations in the amount of \$270,000 for personnel services, \$143,350 for materials & services, \$7000 for capital outlay \$40,000 for contingency for total appropriations of \$460,350 with unappropriated and reserve amounts of \$142,000 for a total budget of \$602,350. Linda seconded. Motion passed.

5.44. Jessica made a motion to impose the permanent tax rate of .2536 per thousand dollars of assessed value from Resolution 73-22 Adopting the budget. Linda seconded. Motion carried.

5.45 Jessica made a motion to accept the Resolution Categorizing the Tax from Resolution 73-22 Adopting the Budget. Linda seconded. Motion carried.

6.0 Other Business

Jeff discussed board training that is needed by the Special Districts of Oregon by the end of 2022. There are options for online and in person training. Jeff said he can create the policy and manuals required, but the board would need to commit to some training in during the last half of the year. He said he would send information via e-mail about the online training. He will start presenting some of the required training during the remaining board meetings this year.

7.0 Future Agenda Suggestions.

8.0 Board Comments

9.0 Adjourn.

Meeting was adjourned at 8 PM.