

**Scappoose Public Library Board of Directors  
Budget Hearing  
June 18, 2020  
6:30 pm  
Library Meeting Room**

**Agenda**

**1.0 Call to Order: Pledge of Allegiance to the Flag**

Attending: Jeff Weiss, Lisa Lewis, Mary Jo Mazzella, Curtis Francis, Stewart Millager, Jessica Whitney. The meeting was called to order at 6:35. Mary Jo led the group in the Pledge of Allegiance. Stewart arrived at 7.

**2.0 Budget Review**

The library board reviewed and accepted the documents from the Budget Committee with no comments.

**3.0 Public Input**

There was no public input. Lisa Lewis made a motion to accept the budget for 2020-21. Curtis seconded. Motion passed unanimously.

**4.0 Adjourn**

The meeting adjourned at 6:45 PM.

**Scappoose Public Library Board of Directors  
Regular Business Meeting  
June 18, 2020  
Immediately following Budget Hearing Meeting  
Library Meeting Room**

**Agenda**

**1.0 Call to Order**

The meeting was called to order at 6:50 PM. Same board members and Director Weiss attending

**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 21, 2020**

Weiss noted that the library had \$171,000 in our bank accounts after paying bills. Lisa made a motion to accept the Consent Agenda. Curtis seconded. Motion passed.

#### **4.0 Old Business**

##### **4.1 Reopening of Library. Meeting Room Access. Library Hours.**

Director Weiss made comments on the reopening of the library. This was the second day that the library had been open. Attendance is low. 32 patrons entered the first day, 25 the second. The board reviewed the opening procedures (attached). The board discussed scenarios where the library might close again and Coronavirus hotspots in Oregon. Closing again if there is a large spike in Columbia County was discussed.

##### **4.2 Summer Reading "Imagine Your Story".**

Procedures were discussed for the Summer Reading program this year. It will be primarily online with activity bags for children to pick up. We will have some online events and will have online story times on Wednesday.

##### **4.3 Reimbursement for COVID-19 Supplies.**

The library had been approved for Covid reimbursement for supplies purchased for reopening as well as EFMLA costs. There will be multiple rounds of reimbursement during the crisis.

#### **5.0 New Business**

##### **5.1 Librarian's Report**

Attached. The board discussed when the meeting room would be allowed to be used by the public. The board decided that the meeting room should not be used by the general public until the state entered phase III of reopening. Director Weiss wondered about letting government agencies use it for meetings. The board agreed to let the room be used for small government meetings (less than 10 people) for a fee of \$10 and if the agency signs a waiver of liability for the library.

##### **5.2 Adopt Budget Resolution 68-20 for the 2020-21 Budget and Permanent Tax Rate.**

Stewart made a motion to accept the resolution 68-20 Adopting the Budget for Scappoose Public Library for the year 2020-21. Jessica seconded. Motion passed.

Stewart made a motion to accept the resolution 68-20 Making Appropriations for Scappoose Public Library for the year 2020-21. Jessica seconded. Motion passed.

Stewart made a motion to accept the resolution 68-20 Imposing the Tax for Scappoose Public Library at the fixed rate of .2536/\$1000 for the year 2020-21. Jessica seconded. Motion passed.

Stewart made a motion to accept the resolution 68-20 Categorizing the Tax for Scappoose Public Library for the year 2020-21. Jessica seconded. Motion passed.

##### **5.3 Review Bids for Replacing HVAC System**

Bids for replacing the 2 oldest HVAC systems were reviewed by the board. Three contractors, Entek, Renaud Electric, and Western Heating submitted bids that conformed and were approved for the \$1000 per ton rebate from the Columbia River PUD. Renaud Electric bid a 16 SEER Trane system for a total cost of \$30,382. Entek bid a 16 SEER Carrier system for \$29,595. Western bid a 20 SEER American Standard system for \$39,989 (bids attached). After discussion, the board decided to accept the bid from Entek at \$29,595 as it was the lowest bid and had the most detail as to what the price covered. Stewart made a motion to accept the bid from Entek. Lisa seconded. Motion passed.

##### **5.4 Movies in the Park 2020**

Costs rose precipitously for having Drive-In Movies at the fairgrounds, so Director Weiss recommended that we cancel that and go back to having Movies in the Park. Having drive-in movies would cost a minimum of \$10,000 with no way for the library to recoup the bulk of that cost. The city has offered to underwrite film rental costs for Movies in the Park, so cost to the library would just for promotions. If the library has a profit from sponsorships, we would donate that to the Dolly Parton Imagination Library Columbia County. The library has to cap attendance at 100, so we will need more people and fencing for

crowd control. We plan on having attendees pre-register for free tickets online for admittance. We will allow some people to enter if we are not sold out until we reach capacity.

#### **6.0 Other Business**

The library discussed when to have a long range planning meeting. Director Weiss wanted to have the meeting in August so that he can meet with the staff to get input on the plan. It was decided that the Long Range Plan meeting would be held 9 – 12 August 29<sup>th</sup> in the library meeting room. This will be a public meeting.

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

#### **8.0 Board Comments**

#### **9.0 Adjourn**

The meeting was adjourned at 8:15 PM followed by a tour of the library showing the rearrangements made for social distancing.