



Scappoose Public Library Board of Directors Regular Business Meeting

**January 16, 2025
Library Meeting Room also broadcast on Zoom
7 P.M.
Minutes**

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 7:05 PM. Attending were Linda Vermillion, Johanna Myers, Elaine Nussbaum and Director Jeff Weiss. Board President Jolene Jonas and Lisa Lewis attended via Zoom. Jolene led the group in the Pledge of Allegiance.

2.0 Public Input

There was no public attendance or input

3.0 Approval of Minutes: December 19, 2024

Jeff asked if there were any corrections or additions to the December minutes. There were none. Linda made a motion to approve the December minutes. Johanna seconded. Motion passed unanimously

4.0 Consent Agenda

4.1 Secretary-Treasurer's Report

4.2 Presentation of Bills

Jeff presented the consent agenda. He noted that the library was in the best financial position it had been in since he was hired. The collection of back taxes from Cascade Tissue is the reason for the better financial position for the library. Jeff also noted that the bill list for the month was unusually low, but in February the library will be paying our \$11,000 insurance bill. Linda noted a discrepancy between the Baker & Taylor check and the total amount on the bill list. Jeff said he would get the check corrected and reissued. Linda and Johanna said they could sign the corrected check next week. Linda made a motion to accept the consent agenda. Johanna seconded. Motion passed unanimously with the notation to get the Baker & Taylor check corrected.

5.0 Old Business

5.1 Submitted and Approved Grants Progress

The Columbia County Cultural Coalition paid their \$500 grant for the Outdoor Festival to the city and the city wrote a check to the library in that amount. Scappoose City Council has committed to granting the library \$11,600 for the outdoor festival in this fiscal year and \$5,000 for Movies in the Park in the next fiscal year. Les Schwab has pledged to sponsor Earth Day and the Outdoor Festival. The Columbia River Public Utility District is sponsoring Earth Day and the Outdoor Festival in the amount of \$3,000. Joanna Wagner and Brian Rosenthal have both pledged \$750 each for the Outdoor Festival.

5.2 Discussion of Potential Ballot Measure

Jeff asked the board for suggestions of services they thought would appeal to different groups of people for the potential ballot measure and would like to have suggestions from each board member. Jeff said that one thing he has thought of is the ability to decrease the holds list for eBooks for Scappoose Library Users. The library has the ability to purchase eBooks and audio and make them only available to our

members. Jeff explained that library pricing is considerably higher for eBooks and audio than what an individual pays. Typically a library will pay eBook list price for a limited time license or a license for a certain number of uses. Terms vary by publisher. Audio books are licensed at physical list price or higher. Johanna asked if we could use some of the windfall money to purchase Ebooks. Jeff said that we could but we might have to transfer money in the current budget from another account. Johanna proposed spending \$4,000 more on eBooks. The library currently spends \$6500 for our eBook subscription. Jeff said he would investigate what this would cost and would have more information at the February board meeting.

5.3 Associate Hiring

Jeff said the library had hired two new employees. Chelsea Tull was hired as an associate at 9 hours per week. Rosanna Cruz was hired as an associate at 20 hours a week. Chelsea has started her job this week and Rosanna starts tomorrow.

6.0 New Business

6.1 Librarian's report

Jeff presented and discussed his report (attached). He noted that our normal library auditor has formed her own company and broken from Pauly Rogers January 1. Jeff thought this was a good point to bid out the audit at least between Pauly-Rogers and the new company (Clear Trail). Jeff said he had adapted the city's RFP for an auditor and has it ready to send out. Jeff also noted that this year was a board election year and Positions 1 and 2 (Linda and Lisa) are up for election. He needs to know the intentions of current board members and if the library needs to recruit board members for this election before the March deadline. Jeff also shared his notes from the Scappoose Economic Development Committee meeting and current construction and housing developments that have been approved for construction.

6.2 Peter Erskine Art Project

Corvallis artist Peter Erskine visited the library Christmas Week and is interested in installing prism based art in the library at no cost to the library. The board viewed examples of other art installations Mr. Erskine has done around the world. There was some discussion about type of art and location. Jeff said Mr. Erskine had proposed either the cupola on the second floor or the children's area on the first floor. Jeff asked the board for preliminary approval to proceed with Mr. Erskine's proposal. Elaine made a motion to pursue the installation. Linda seconded. Motion passed unanimously.

6.3 2025-26 Proposed Budget Calendar

Jeff presented a proposed calendar for the library budget process. The calendar calls for budget meetings in April and possibly May with a hearing before the June Library Board meeting. This calendar follows the meeting schedule the library has had in the past. The board approved the calendar. Jeff asked the board to select a budget officer to begin the budget process. Elaine asked what a budget officer is and does. Jeff said the budget officer prepares a draft budget to present to the Budget Committee. Jeff explained the process of gathering budget figures and projecting income and expenses. In the past, the library Budget Officer has been the director, but it could be someone else. Jeff asked for a motion to elect a Budget Officer. Elaine nominated Jeff for the position. The board voted unanimously to elect Jeff to be the budget officer. Jeff said the first part of the budget process is to gather the report of anticipated property tax revenue for the next fiscal year from the county clerk. He said that report usually is available by mid-February.

6.4 Review of Citizen Budget Committee Members

Jeff distributed the list of last year's Budget Committee members to the board. All of the 5 plus the one alternate are obligated to serve at least one more year. Jeff asked if the board wanted to replace any of the current committee members. The board wanted to keep the current committee. Jeff was instructed to contact the current members to confirm their commitment and ability to meet according to the budget calendar. Jeff said he would have that done by February 17.

6.5 Earth Day 2025

The library is sponsoring Earth Day in Scappoose again. This year it will be April 26, the Saturday after Easter in Heritage Park. The event will be again from 8 AM to 3 PM. The morning will be community service including some clean up and plantings in coordination with Dave Sukau of the city and the

Watershed Council. The afternoon will be events in the park with non-profit booths, educational presentations, and entertainment. There will be free lunch prepared by the Scappoose Police Department and free breakfast provided by Fred Meyer and Starbucks.

6.6 Columbia County Reads

Jeff has applied for an Oregon Humanities Rural Library grant to have a Columbia County Reads project centered around the books of Willy Vlautin. Jeff has been working with Willy and has commitments for his participation the first two weeks of September. The library should know about the grant in mid-February. The grant money will go to pay for in person events and for multiple copies of his books to be available in county libraries. Elaine asked about having a second reading event or a regular event with other authors. Jeff said author events depend on money. We could possibly have more events with local authors and have had small events with Portland authors in the past. Most national authors are out of the reach of the library finances as far as speaking fees go.

7.0 Other Business

None

8.0 Future Agenda Suggestions

None

9.0 Board Comments

None

10.0 Adjourn

The meeting was adjourned at 8 PM.