



**Scappoose Public Library Board of Directors
Regular Business Meeting**

January 25, 2024

**Library Meeting Room also broadcast on Zoom
Minutes**

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 7:03 PM. Attending were President Linda Vermillion, Vice President Jolene Jonas, Board members Johanna Myers and Lisa Lewis, and Director Jeff Weiss. Elaine Nussbaum attended from home via Zoom. Linda led the group in the Pledge of Allegiance. Linda asked the board for a motion to accept the meeting agenda. Johanna made a motion to accept the agenda as written. Jolene seconded. Motion passed unanimously.

2.0 Public Input

Kimber N. attended the meeting via Zoom, but had no public input.

3.0 Consent Agenda

3.1 Secretary-Treasurer's Report

3.2 Presentation of Bills

3.3 Approval of Minutes: December 21, 2023

Jeff noted on the bills report that the charge from Peak Electric was to replace the November check which we sent to them but the company said they had not received. Jeff placed a stop payment request on the original check at the credit union. There was also a replenishment of petty cash in the amount of \$55.99 which was spent on two copies of a locally published history book and a refund for a lost book charge to a customer. This amount replenishes the petty cash to \$150. Jolene made a motion to accept the Consent Agenda. Johanna seconded. The motion passed unanimously.

4.0 Old Business

4.1 Submitted and Approved Grants Progress

Jeff stated that the library has received the following grants. US Bank paid their grant for Movies in the Park for \$1,000. We applied for and have been approved for \$1,000 from the Port of Columbia County for Movies in the Park. We also have received approval for \$5,000 from the PUD to be split between all the citywide events we are sponsoring as follows: \$2,000 for the summer event, \$2,000 for Earth Day, and \$1,000 for Movies in the Park. Jeff has applied for \$2,500 from Oregon Humanities for Earth Day and the Summer Outdoor Festival. The library received our Summer Reading grant check from the state library in the amount of \$2,138. The Friends of Scappoose Library also grant us \$2,500 each year for summer reading.

4.2 Winter Programming

Jeff reviewed the library's winter programming activities. The library or meeting room has activities every day of the week. The regular weekly and monthly activities have remained constant this winter as outlined in the Director's Report. The exceptions are the special programs in January. The library has ended the teen game evenings because teens were showing up for the free food and leaving before the event started.

4.3 Reading Dragons

Jeff said that the Reading Dragons program has 231 participants. The next phase of that program is for children to design their own Reading Dragons cards and there will be a contest to select the design winners. The winners will be professionally printed and added to the existing Reading Dragon card decks.

4.4 City Signature Event June 8

Jeff said that the event has \$12,500 in committed funding. This amount includes \$10,000 from the city of Scappoose, \$2,000 from the Columbia River PUD, and \$500 from the Columbia County Cultural Coalition. Jeff said he has grant requests for the event in with Bi-Mart, Tesla, and Travel Oregon. He also has a \$2,500 grant application submitted to Oregon Humanities to be split between Earth Day and the summer event. Jeff said the committee had met on January 10 and divided up some sponsorship leads. Currently the event committee is Jeff Weiss, JJ Duehren, Christine Turner, Joe Backus, Scott Burge, Kayla Strang, and Emily Armstrong. The board reminded Jeff that the drop dead date for library participation is the March board meeting as the board had voted at the December meeting.

4.5 Janitorial services

Jeff said his one local inquiry has not followed up on their initial inquiry. He will reach out to her again. He has made multiple calls and emails to the Oregon Forward's preferred vendors for Columbia County which are Relay Resources and TVW, Inc., but they have not replied. Jolene asked if there were any other options. Jeff said there is the possibility of volunteers taking some of the work and that there was a high school student who filled out the volunteer paperwork and wanted to do something besides shelving. If we hire someone, Jeff said it is important that they have liability insurance for their business. The board discussed the possible ramifications of having staff do the janitorial work. Jeff said the library had liability insurance and worker's compensation insurance.

5.0 New Business

5.1 Librarian's report

The Librarian's report is included with this document. Jeff highlighted some aspects of the report. The library has had a record year for both circulation and building use. Total circulation was 78,188 for 2023, a 21% increase over 2022. When ebook circulation is included, total library circulation was 93,495, also a record. On average, Scappoose Library circulates 1,000 more items a month than the largest (by population served) library in the county, St Helens. Scappoose Library does that with less than half the budget of St Helens Library.

Jeff also wanted to discuss selling the old card catalog. The library used to display it upstairs in the fiction stacks to show how books were accessed before computers, but it was getting damaged, so we moved it to the basement. Jeff would like to reclaim the basement space and proposed giving the card catalog to the Friends of Scappoose Library to sell. After brief discussion, Johanna made a motion to donate the card catalog to the Friends of Scappoose Library. Jolene seconded. The motion passed unanimously.

5.2 Budget Schedule, Select Budget Officer

Jeff presented a proposed budget meeting schedule to the board. The schedule is based on the schedule the Library Board had used in the past. The budget officer collects data in February and March and comes up with a preliminary budget proposal by the March library board meeting. The Budget Committee consisting of the library board and five citizen members then hold their first meeting in April and can hold a second meeting in May if needed. The library board approves the budget at a public hearing in June. All

meetings are open to the public and recorded. Lisa explained the budget process as it has occurred in past years for the new library board members. She said the board elects a budget officer to prepare the budget documents and the budget message for the committee. In the past, the budget officer has always been the Director. The board reviews preliminary budget documents at the March board meeting and adds their input to them. The full committee discusses the budget in April and May and creates a consensus budget document. The board then approves the final budget in June, but can also change it at that meeting if financial conditions have changed that affect the budget or library financially. The board discussed the proposed meeting schedule and checked their calendars to see if they could attend. Budget Committee meetings would be held beginning at 6:30 before the April and May board meetings. The budget hearing would be held at 6:30 before the June board meeting. Board members confirmed that they could attend those meetings. Elaine made a motion to accept the budget calendar as presented and to elect Jeff Weiss as the budget officer. Linda seconded. Motion passed unanimously

5.3 Meeting Room Rental and Out of District Card fees

Jeff presented a schedule of proposed fee increases as part of the Director's Report. He said that the library had not increased room rental fees or out of library district annual fees for two years. In that time, fixed costs for the library (insurance, utilities, and maintenance) have increased at a level more than inflation. A 20% increase in the case of most of these costs. Proposed fees are

• Fee	Current cost	2024 Cost
• Private room rent (4 hrs)	\$30	\$35
• For Profit room rent (4 hrs)	\$40	\$45
• Non-Profit room rent (4 hrs)	\$5	\$10
• Out of District Lib. Card	\$30	\$35
• Senior out of District Card	\$20	\$25
• Family Library Card	\$45	\$50

The board thought these increases were reasonable. Jeff stated that when he checked with the assessor a couple of years ago, the average assessed property value in our district was \$180,000, so the average taxpayer pays about \$50 a year for library service. There was board discussion about when to implement the fees. Jeff asked not to implement them immediately so that there could be time to inform the public. He recommended March 1 and the board agreed. Jeff asked for a motion on the fees. Jolene made a motion to implement the fee increases effective March 1. Johanna seconded. Motion passed unanimously

5.4 Director's Evaluation

Lisa, as former Board President, asked for this item to be added to the agenda at the December board meeting. Lisa explained how the board conducts the Director's evaluation to the new board members. Each board member independently writes an evaluation using the library's standard employee evaluation form. Then the president compiles the forms into a single form. The board then meets during the February board meeting in executive session to come to a consensus on the Director's evaluation. After that session, the Director is given his evaluation.

Jeff gave each board member printed copies of the blank evaluation. Jolene asked if there was an electronic copy available. Jeff said he would email those to the board after the meeting. Linda asked if someone else could compile the evaluations because she does not have a computer. Lisa volunteered to compile the evaluation responses this year and the board agreed with this. The board will evaluate the Director at the February 15th board meeting.

6.0 Other Business

7.0 Future Agenda Suggestions.

Having the Director's evaluation at the February 15th board meeting.

8.0 Board Comments

9.0 Adjourn.

Lisa made a motion to adjourn, Jolene seconded. The meeting was adjourned at 7:50 PM.