



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

December 19, 2024

Library Meeting Room also broadcast on Zoom

7 PM

Minutes

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 7 PM by President Jolene Jonas. Attending were President Jonas, Vice President Elaine Nussbaum, Board Members Linda Vermillion and Johanna Myers, Library Director Jeff Weiss. Lisa Lewis was absent. Jolene led the group in the Pledge of Allegiance

2.0 Public Input

There was no public attendance or input.

3.0 Consent Agenda

3.1 Secretary-Treasurer's Report

3.2 Presentation of Bills

3.3 Approval of Minutes: November 21, 2024

Jeff stated that the bills were low this month and the only unique bill was for the library post office box. Jeff explained the excess in tax collections this year reflected in the Treasurer's Report. The county rescinded Cascade Tissue's tax abatements for their failure to fulfill their contract. That resulted in a one-time assessment of over \$72,000 for taxes abated since 2017 for the library. That action occurred after the budget process. Jeff said that we could not spend that money without a supplemental budget meeting, but we can keep it for use later. He recommends keeping it for ballot measure expenses and for extending full time jobs to library staff if the ballot measure is approved by voters. If the measure is approved, the library could use this money to start full time job offers with benefits in January 2026. Jeff also stated that Cascades Tissue is questioning some of the assessment so we may not receive all the money depending on a court decision. Jeff also said that Comcast is questioning their assessment, so part of their taxes is also being withheld. This has resulted in about an additional \$50,000 in cash currently in the library's treasury account.

Jeff asked if there were any further questions on the bills or minutes. There were none. Jolene asked for a motion to accept the consent agenda. Elaine made the motion. Johanna seconded. Motion passed unanimously.

4.0 Old Business

4.1 Submitted and Approved Grants Progress

Jeff said the city had received their grant payment from the Columbia County Cultural Coalition and should be sending us that check soon. He does not expect BiMart to pay their grant that is in arrears. The library has received \$525 in holiday donations to date this month and the Friends of Scappoose

Public Library have received about \$470 in donations. Jeff said he has an outline of a business plan for the summer events to present to City Council. Jeff said that he and JJ are in agreement that if the city does not substantially fund the events that the Summer Festival will not be a library event. Jeff has prepared budgets for each event with hard costs and personnel costs. The library is asking for \$20,000 for all events and will make a presentation to council in January. The library will retain the ability to get sponsors for events.

4.2 Discussion of Potential Ballot Measure

Jeff said he has had little time to work on this in the past month. He said he has looked at the precinct maps from the November election and the jail bond failed in all Scappoose voting districts, though by less of a margin than in the more rural parts of the county. The board had voted last month to continue to pursue the measure and Jeff said even with the jail failure he would like to pursue the measure and with the Cascades settlement, we would have the money to pursue the measure. Jolene said that at present, the school system did not plan to attempt a bond measure in 2025. Jeff still wants to bring in Joel Hagen to help plan messages by district. One thing that would be a sales point for the bond would be the library having money to increase the eBooks that are available only to our patrons, thus reducing the wait times for Scappoose residents to get their holds. We need to have different messages for different audiences that will appeal to that audience. Jeff asked for the board to think about messaging. Jeff said one message that staff came up with is that patrons think the library is a part of city government and library employees make city wages and benefits, which is not the case.

4.3 Associate Hiring

The library hired two employees in December who will begin work in January. We hired Chelsea Tull, who used to work at the Spotlight for a 9 hour per week associate's job and we hired Rose Cruz as a 20 hour a week technician. Rose has extensive library experience in public and university libraries and is bilingual.

5.0 New Business

5.1 Librarian's report

Jeff presented the librarian's report (attached). Jeff said the library has eliminated the Friday night game group, so the room will be available on Fridays for booking by the public. The library has received the preliminary bill for our annual insurance and it is just under \$11,500. This cost includes the increased theft coverage (to \$250,000) and \$150,000 in cybercrime coverage. It also maintains our current earthquake coverage. We would potentially save some money going with commercial insurance, but we would lose our benefits that we receive that are unique to Special Districts of Oregon insurance. These include legal support, background checks, training, and security grants according to Jeff. Our membership fee does not include these services. They are part of the insurance payment.

5.2 Cascades Tax Settlement / Comcast Tax Appeal

Discussed as part of the Librarian's report. County Council reversed Cascades Tissue's tax exemptions for the past seven years for failure to fulfill their contract. This has resulted in an excess assessment for the library of nearly \$72,000. Jeff said the library cannot spend this money without an supplemental budget and hearing. He said this money puts the library in an excellent position for the next fiscal year though and he would like to preserve this cash in our treasury account. We could use it for expenses related to the bond measure and to implement changes immediately if the bond is approved by the voters.

Comcast and Cascades are questioning part of their tax bills and \$4,975 has been withheld from our payment pending the outcome of the cases.

5.3 Election of Board Officers

The library elects officers at the last meeting of the year for the following calendar year. Jolene asked for nominations from the floor. Linda nominated Jolene for President. Johanna seconded the nomination.

Jolene nominated Elaine for Vice President. Linda seconded. Jeff is the secretary by state statute. A vote was called. The slate of officers was elected unanimously.

5.4 Non-Resident Card and Meeting Room Fees

Jeff distributed a list of current fees paid for services. He said it is usual for the library board to review these fees annually. The list included fees for out of district cards as well as meeting room rentals. Jeff reviewed the current charges with the board and noted we had raised all fees by \$5 last January. Linda said she thought the Non-Profit Meeting Room Rental should be \$15. Jeff said that the regular non-profit groups that use the room are groups like 4H. He said the \$35 rate was for private events and \$45 was for business events. Jolene asked how our room rental rates compared to other places. Jeff said ours was much lower. Linda said she thought the non-profit rate should go up by \$10. Jeff said we could raise that if the board wants to. There was some discussion about raising it to either \$15 or \$20. Jolene asked if someone wanted to make a motion. Linda made a motion to raise the non-profit room rental rate to \$15. Jeff asked for discussion. It was asked if any other fees should be raised. There was no answer. Linda asked for a vote on her motion. The vote was yea unanimously. Jeff said the new rate would be applied January 1

6.0 Other Business

Jeff shared an email that he had received the day before the meeting from the president of the Scappoose Community Club with the board. The email involved placing lights on the library. The Community Club had asked if we would be interested in having light strands installed along the roofline on the side of the library facing Heritage Park. Jeff had told them we would entertain the idea. The email received asked if the Community Club paid for the park side of the library, could the library pay to have the rest of the library strung with lights.

Jeff said he was concerned with this proposal for two reasons. First are the initial installation costs. Second is the cost of maintenance. With strings of bulbs 30-40 feet in the air, we would have to call professionals with some sort of cherry picker to replace bulbs and fix problems. The Watts House has had to replace lights within the first week of installation. The board thought the expense was too much to string lights on the entire building. Jeff asked about getting the park side done if the Community Club paid for it. The board also thought the ongoing costs of having a side strung with lights was too high and an unbudgeted expense. Linda called for a motion. Elaine made a motion to not install lights on the library if the library needed to pay for it. Jolene seconded. Motion passed unanimously. Jeff was instructed to reply to the Community Club. After the vote, there was board discussion about possible insurance liability if the Community Club installed lights on the library and someone was injured during the install. Jolene asked if we should amend the motion to include the insurance liability concerns. Linda said she thought we should and asked for an additional motion. Jolene made a motion that the library would not cover any liability or costs for injuries incurred during light installation. Elaine seconded. Motion passed unanimously. Jeff asked if we should require an insurance binder from the Community Club. The board said to ask the Community Club to sign a waiver. Jeff said that the city requires an insurance binder naming the city as co-insured for events held in city parks. The board said that they wanted the Community Club to sign a waiver.

Jolene asked if the library had signed a contract with the Columbia Pacific Food Bank to continue produce distribution. Jeff said he had signed the contract and Elisa was renewing her food handler's license and we were sending a copy of the license to the food bank.

7.0 Future Agenda Suggestions.

8.0 Board Comments

Linda asked about the Blue Star Highway sign. Jeff said that it was in front of the Veteran's Memorial next to the library and he had never seen one that wasn't on a highway.

Linda asked about the Dolly Parton Library quilt raffle. Jeff said a name was drawn Wednesday, but he did not know who won the quilt or how much money was raised. He would find out.

Jolene asked if there were things the board should be doing for the ballot measure. Jeff said he thought there would be in January.

9.0 Adjourn.

The meeting was adjourned at 7:45 PM.