



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

**December 21, 2023**

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

### **1.0 Call to Order and Pledge of Allegiance**

The meeting was called to order at 7:01 PM. Attending were Board President Lisa Lewis, Vice President Linda Vermillion, library board members Johanna Myers, Elaine Nussbaum, Jolene Jonas and Library Director Jeff Weiss. Lisa led the group in the Pledge of Allegiance.

### **2.0 Public Input**

Community member Pat Turpin attended the meeting but arrived after the public input session. Lisa asked if she had any public input. Pat said she did not.

### **3.0 Consent Agenda**

#### **3.1 Secretary-Treasurer's Report**

#### **3.2 Presentation of Bills**

#### **3.3 Approval of Minutes: November 16, 2023**

Jeff apologized for the lateness of the November financial report. He said there were errors on the first report he received from All About Numbers. November tax receipts had been entered as debts, so the final balance was incorrect. The new report is accurate. The library has about the same amount of money in deposit as the last fiscal year. So far, for the first six months of the fiscal year, the library is slightly under budget for services and for personnel.

Statistically, he said, the library is recording record circulation for the year. For November, the library circulated 1,500 more items than St Helens. In the bills report, Jeff noted there was one bill that new board members would have not seen before and that was the OCLC bill which pays for our annual subscription to an international database of records that we download into the library catalog to index and circulate library materials

Jeff asked if there were any questions on the consent agenda. Lisa asked if the minutes reflected that JJ Duehren did not present at the last board meeting. Jeff said that they did. Lisa asked for a motion to approve the consent agenda. Jolene made the motion. Linda seconded. Motion passed unanimously.

### **4.0 Old Business**

#### **4.1 Submitted and Approved Grants Progress**

Jeff stated that the Columbia County Cultural Coalition paid our \$2000 grant for Movies in the Park from 2023. They rejected our application for 2024 because we had received a grant in 2023 and their new bylaws don't allow for funding the same organization two years in a row. The City of Scappoose applied for a \$2000 grant for the summer event and received a grant of \$500. Jolene asked if the \$2000 was critical to continuing Movies in the Park. Jeff said they would need to find new sponsors and the event

had been approved for a \$1,000 sponsorship from the Port of Columbia County and \$1,000 sponsorship from US Bank. Jolene asked if that was enough. Jeff said that we needed a minimum of \$5000 for the event this year because there were five weekends in August 2024. He said the event is a comparatively easy ask because local people are familiar with the event and enjoy it. We also need to find an additional \$10,000 for the summer event and \$3,000 for Earth Day.

We are pursuing Next Adventure, the Public Utility District, and the Port of Columbia County for summer event sponsorships among others. Linda suggested asking Pro Automotive. Jeff said the event planning committee had its first meeting and he thought Joe Backus was going to ask them.

The library has been awarded a grant to replace the nearly 10-year-old library server. The grant will pay half the replacement cost with a maximum grant amount of \$3,500.

#### **4.2 Winter Programming**

Many of the events for November are the same as October as they are recurring events. The library homeschool group went to visit the Police Department in November. We had holiday button making events for teens and middle schoolers. Former Scappoose resident Bob Shano had a successful book signing event in the library. He donated all income from the book sale to the library and donated two copies of his book to the library. Mr Shano also write a letter to the editor of the paper praising the library. We also had a Christmas gift workshop for children. There will be a Library After Dark event early in January. Murder in the library has been changed to a monthly event.

#### **4.3 Reading Dragons**

220 children have signed up for the Reading Dragons program. We printed more cards because of the increased participation.

#### **4.4 City Signature Event June 8**

Jeff said that the library board did not make a formal motion to participate at the last board meeting even though the motion was discussed. In the December board packets are the sponsorship presentation packets for the event. Jeff reviewed the packets. He said the event would require around \$20,000 in sponsorships or in-kind donations to produce and the city had committed to \$10,000 as a sponsorship. The hope of the committee is that we will have other sponsors in place by the end of January. If sponsorships exceed event costs, we could either spend it on the 2024 event or save it as seed money for 2025. Lisa asked how many sponsors we have for the summer event currently. Jeff said the only firm commitments were the \$10,000 from the city and \$500 from the Columbia County Cultural Coalition. The planning committee met December 21 and decided some basic things about the summer event. Committee members are Jeff, JJ Duehren, Joe Backus, Scott Burge, Christine Turner, Kayla Warner, and Emily Armstrong. All vendors, sponsors, and activities must tie into the theme of enjoying the outdoors in Columbia County.

Earth Day is about saving the environment and the summer event is about enjoying the environment. Lisa asked if the committee was looking for new members. Jeff said they wanted to keep the committee about the size it is now because it is hard to make group decisions with a large committee. Lisa asked Jeff about the motion to participate. Jeff said there was discussion in November, but a formal motion had not been made. Jeff asked for suggested language for the motion. He thought the motion should be contingent on funding and should have a specified date for funding to be complete. Funding could be in cash or equipment necessary for the event. For instance, if porta potties were donated for the event, that would count as a sponsorship against the cash needed. Lisa thought a cutoff date for funding needed to be included. Jolene thought that a proposal for money left over from the event (if any) should be included. Jeff said he thought we could wait on a proposal for left over money until we knew if there would be any from the event. There was discussion about whether to phrase the amount needed as \$10,000 or \$20,000 because of the city commitment to \$10,000. Jeff said he thought it should be phrased as the total needed (\$20,000) in cash or equivalents. Jolene asked about what Jeff thought for a drop-dead date. Jeff said he thought March would be the latest because vendors, equipment, and performers needed to be contracted for June. There was a discussion about food vendors. Jeff said he had asked Kayla to see about getting community groups for that because of her church involvement in the community. Jolene asked about food vendors from the Farmer's Market. Jeff said there were usually 1 or 2 vendors at the

market, but we will need more. Linda asked about getting someone from the new food pod. Jeff didn't know if that would be possible because the pod would be open by then and they are usually strict about carts not leaving the pod. The event could be a major fundraiser for a church or community group selling food. Lisa asked about the Community Club selling sauerkraut sandwiches. Jeff said JJ had asked them and they were non-committal. There was discussion about food handler licenses. Jolene asked if the motion should name the city as co-sponsor. Jeff said it shouldn't because the city considers their support to be just financial. Lisa proposed that the motion would be: The Scappoose Public Library will produce the Summer Outdoor Festival as long as \$20,000 were committed in grants, donations, or in-kind donations by March 21, 2024. Johanna made the motion, Jolene seconded. Motion passed unanimously. Jolene saw a date typo in the sponsorship packets. The date of the event on the first page is not June 8, when the event is scheduled. Jeff said he would contact JJ who has the master to correct the date. The board talked about volunteering at the event. Lisa said she would plan on attending the next Community Club meeting.

## **5.0 New Business**

### **5.1 Librarian's report**

The report is attached. Jeff noted that about 70 people showed up for the Police Station tour for local homeschoolers. Jeff said that the library had slightly less cash at the end of November than 2023, but that was because of either slightly late payments or late processing by the county clerk because after the deposit for December, we are where we should be on tax collection. We are on course to receive all budgeted taxes. The library participated in the giving tree this year and about 25 to 30 giving ornaments were taken by the public. The library replaced the giving ornaments with home made tree ornaments and the tree was a thankful tree for the rest of the month. The library will be meeting with the STEM hub to plan March activities in January.

The 50 Year Planning Committee mostly discussed potential code changes this month and designate potential growth areas to expand the city urban growth boundaries for anticipate population growth. Jeff asked Pat Turpin if she wanted to add anything as she is also on that committee. She talked about the land efficiency measures the city has to undertake to conform with state law and make a good case for expanding the urban growth boundary. The board talked about planning for city parks.

### **5.2 Janitorial services**

Jeff said he had gotten a referral from CCMH for a person who might work to provide janitorial services at the library. The person has previously worked as a janitor at St Helens Library and WAUNA. Jeff said he had talked to her and explained the library requirements for the job, that the library wanted an contract position and not an hourly employee. Jeff is planning on further discussion with her the first week of January.

### **5.3 Property/Liability insurance proposals**

Jeff pursued insurance bids from other companies due to our current policy renewal price increasing by over 20%. Two insurance proposals were presented, which were from the current insurer, Special Districts of Oregon (SDIS) and the only insurance company to submit a proposal, Country Financial. The Country Financial proposal was priced lower but does not include some coverages that the SDIS policy does. Lisa was concerned about our ability to return to SDIS if we switched insurance and then needed to go back. Jeff stated there were questions about whether SDIS services we use like background checks and legal advice would continue if we switched insurance. He also didn't know if our server grant would be denied if we switched. He asked these questions to SDIS but had not received a definitive answer by board meeting. Jeff recommended keeping SDIS as our carrier this year because of these uncertainties. He also said the way that SDIS handled renewal quotes makes it difficult to plan because renewal quotes are posted just before the policy ends and we don't get final bills or documents until 2 weeks after the start of the policy renewal. SDIS has said the sharp increase in cost is because of increased reinsurance costs. SDIS self-insures with a reinsurance company that pays large claims. SDIS had a lot of fire and worker's compensation claims in 2023. Country Financials' policy does have coverage that we would never use. Jeff asked for a motion to decide which company to use for 2024. Jolene made a motion to keep SDIS as our insurance carrier. Elaine seconded. Motion passed unanimously

## **6.0 Other Business**

Jeff said that he would like to look at raising fees for the meeting room and out of district cards at the January meeting. We also need to start budget planning in January.

Linda becomes Board President in January with Jolene as Vice President. Lisa said that the board also needs to work on the director's evaluation in February.

## **7.0 Future Agenda Suggestions.**

## **8.0 Board Comments**

Lisa thanked the other members of the board for helping her during her year of being Board President. She also said she appreciated the different viewpoints each member of the board brought and welcomed the new members of the board. She said that at the last meeting, one member said that we need to let kids be kids, but Lisa said that the board needs to keep in mind that children now are much different than when we were growing up.

## **9.0 Adjourn.**

The meeting was adjourned at 8 PM.