



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

**February 15, 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 7:07 PM by president Linda Vermillion. Present were Linda, Vice President Jolene Jonas, board members Johanna Myers, Elaine Nussbaum and Lisa Lewis, and Director Jeff Weiss. Linda led the group in the Pledge of Allegiance.

**2.0 Public Input**

There was no public input. One person attended via Zoom. Linda asked for a motion to accept the agenda. Jolene made the motion, Johanna seconded. Motion passed unanimously.

**3.0 Consent Agenda**

**3.1 Secretary-Treasurer's Report**

**3.2 Presentation of Bills**

**3.3 Approval of Minutes: January 25, 2023**

Jeff noted that the bills were abnormally low and the cash on hand abnormally high for the month because of the early meeting date and the meeting delay last month due to the inclement weather. Jeff noted that the Oregon Ethics Commission bill is an annual assessment that is paid to the commission by each government agency rather than the commission being funded by state taxes. Jeff anticipated that the library would have about \$355,000 in the library treasury account at the end of February and \$25,000 or so in the library bank account. Linda asked for a motion to accept the consent agenda. Jolene made the motion, Lisa seconded. Motion passed unanimously.

**4.0 Old Business**

**4.1 Submitted and Approved Grants Progress**

Jeff said the library had received pledges for \$2000 from Les Schwab for the June 8 summer event. We have proposals out to BiMart, and Next Adventure. Jeff is submitting a grant application to Costco and the Walmart Foundation. Oregon Humanities rejected our grant proposal because we wanted to use speakers from their speaker's bureau and that was not allowed. They did offer to provide event speakers for free for the events. The Columbia River PUD has paid their pledge split \$2000 for Earth Day, \$2000 for the Summer Festival, and \$1,000 for Movies in the Park. Jeff is getting an updated quote for replacing the computer server which we have received a \$3,500 grant from Special Districts of Oregon for. The Friends of the Library are going to pay the remaining costs over the \$3,500. The Friends are also contributing \$2,500 to summer reading.

## **4.2 Winter Programming**

Winter programming is stable with the same regular adult and children's programs as last month. Extra monthly programs are in the Director's Report.

## **4.3 Reading Dragons**

255 children are participating in the Reading Dragons program. The library is having a design your own card contest in March and the winners will be printed and given out as special Reading Dragons cards.

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

The library has \$14,500 of the \$20,000 needed for the event. Decision date is March 21. Jeff has asked the auxiliary of the Foursquare Church to serve food at Earth Day as a fundraiser because with the turnover in the Police Department, he is not sure the Police can do it. Grocery Outlet is donating the hamburgers and dogs for Earth Day. We would still need to find food vendors for June.

## **4.5 Janitorial services**

Jeff said he has stopped looking for a new janitor mainly because of the Cascade Tissue tax refund request. Cascade tissue has requested a 1.4 million dollar refund of taxes on their former factories in Columbia County. Of that, \$5,000 to \$8,000 would come from the library to be placed in escrow until the Oregon Tax Court makes a decision on the refund. The library owes \$5578 directly and Jeff stated when he talked to Mary Ann Guess about this she stated that the county would also withhold distribution of the remaining current escrow fund because of the pending litigation. Lisa asked how long the decision could take. Jeff said he didn't know. Mary Ann said that she hopes it is completed by the end of the fiscal year. Lisa asked if the library could take money from contingency for this. Jeff said he would rather not use the contingency. Jolene asked how much time janitorial work was taking. Jeff said about 3 hours. Jeff said he is cleaning the downstairs twice a week with the bathrooms and once a week upstairs. Jolene asked about any Honor Society students who are volunteer cleaning in the library. Jeff said there was one student who the library has cleaning woodwork and dusting shelves.

## **4.6 Emergency Plan Update**

Jeff presented the updated Emergency Plan with November's new policies integrated into the whole. Jeff said he would be adding a cybersecurity policy after the new library server is built and installed. Jeff asked if there were board members who could be on the contact list. Lisa and Linda volunteered to be on the contact list. Jeff said he would put them both down as building contacts. Lisa said she had a master key to the building. Jeff said that there were two lock boxes by the meeting room with meeting room keys and there was a lock box on the back door with a key for the fire department. Jeff said he would give Lisa the current alarm code after the meeting.

Jeff asked if the board would like to approve the current policy or wait until the cybersecurity policy was written. Linda called for a motion to approve the current plan. Johanna made the motion. Elaine seconded. Motion passed unanimously. The cybersecurity policy will be added when written.

## **5.0 New Business**

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

Attached. Current programming was reviewed. Jeff reviewed circulation figures and financial information with the board. The board discussed the Cascades potential refund. The board also discussed the potential new solar plant in St. Helens.

Stem day is March 16 at the library. Jeff asked the board to come and volunteer at the event.

In a follow up to last month's meeting, Jeff contacted Pauly Rogers to see if they would do an UAP instead of a full audit. They replied stating they would only do a full audit. Jeff reached out to other area auditors from the Oregon State list of municipal auditors but received no replies. He asked how the board wanted to proceed with this year's audit. The board said to go ahead with the full audit.

The Oregon Attorney General wrote a letter to the library responding to the two deficiencies noted in the previous year's audit. Those deficiencies, which are noted every year are: the library uses QuickBooks for accounting and staffing is small, so there is not adequate separation of duties. Jeff updated the letter we have submitted for this in the past as a plan of action. The letter is attached. Jolene asked why having the board sign payments and receive all statements was not adequate. Jeff read the auditor's statement and added that the library had increased financial theft liability insurance to \$100,000. Jeff asked that if the letter was adequate, he needed a motion to accept it and send it to the Secretary of State. Lisa made the motion. Linda seconded. Motion passed unanimously. Jeff also had Linda and Jolene fill out paperwork to receive notifications from the Oregon State Treasury when transfers are made and have access to move funds.

## **5.2 Cascades Paper Refund Credit**

Was covered earlier.

## **5.3 Preliminary Budget Information**

Jeff stated that the library expects around a \$8000 budget increase. Based on that small increase, he expects to keep the budget around the current budget amount.

## **6.0 Move to Executive Session to Discuss the Annual Evaluation of the Library Director**

### **Pursuant to PL ORS 192.660 (2) (i)**

#### **6.1 Library Director's Evaluation**

The board gave Jeff his annual evaluation in open meeting. The evaluation was positive. The board said that they would like some staff input on it next year. Jeff requested no raise because of the budget situation. Lisa asked if she could send Jeff a summary next month and Jeff agreed.

#### **7.0 Other Business**

There was no other business.

#### **8.0 Future Agenda Suggestions.**

There were no future agenda suggestions

#### **9.0 Board Comments**

#### **10.0 Adjourn.**

The meeting was adjourned at 7:54 PM.