



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

**February 20, 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 by President Jolene Jonas at 7:01 PM. Attending were President Jonas, Vice-President Johanna Myers, board members Lisa Lewis and Linda Vermillion, Director Jeff Weiss. Elaine Nussbaum attended by Zoom. President Jonas led the group in the Pledge of Allegiance.

### **2.0 Public Input**

There was no public attendance or input.

### **3.0 Approval of Minutes: January 16, 2025**

There was discussion about the bill list and Lisa noted the \$11,100 bill for our insurance. Lisa made a motion to approve the January minutes. Johanna seconded. Jeff noted typos that he had made in the original minutes that were emailed to board members but corrected in the physical documents given to the board in the board packet. Lisa asked if Cascades Tissue had paid the full amount of their back taxes. Jeff said that the same amount as last month is still unpaid and being held in escrow in our account with the County Clerk. Jeff said that the library has about \$54,000 in outstanding uncollected property tax. Lisa asked how much the library had collected in taxes so far this year. Jeff said the library had collected about \$404,000 in property tax. This is \$34,000 more than we had anticipated due to the cancellation of the Cascades Tissue abatements. There was discussion about the property tax payment schedule. Jolene called a vote on the Approval of Minutes. The motion passed unanimously.

### **4.0 Consent Agenda**

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

Jeff stated that Robin had not completed January 2025 financials, so he did not have them to distribute nor could they vote to accept them. He said that the amounts the library had in its bank and treasury accounts are in his monthly report. He said that the board does need to approve the bills in the consent agenda.

#### **4.2 Presentation of Bills**

Lisa made a motion to accept the bills as presented. Linda seconded. Motion passed unanimously.

## **5.0 Old Business**

### **5.1 Submitted and Approved Grants Progress**

Jeff reviewed the grants pledged and paid for the past month. This information is in the Librarian's Report which is attached. Jeff said he expected donations and sponsorships to increase as we get closer to Earth Day and the Outdoor Fun Festival

### **5.2 Discussion of Potential Ballot Measure**

Jeff asked the board if they had done any "homework" for positive issues the library could use to market the proposed ballot measure. Lisa asked if Jeff could contact Karen Kessi because she had been involved in the school bond measure. The board suggested contacting Pat Turpin and Christine Turner. Jolene said she would ask Karen to assist in the measure.

### **5.3 Associate Hiring**

Jeff said that one new hire quit after a week, so he had increased Chelsea's hours to 20 from 10 and is not looking to hire further employees.

### **5.4 Peter Erskine Art Project**

Jeff said he has been emailing the project manager with Peter Erskine about the library art project. They want to do the installation in the library cupola on the second floor. Jeff said the manager wanted definite approval from the board to proceed. Jolene made a motion to formally move forward with the Peter Erskine art project. Elaine seconded. Motion passed unanimously. Jeff said he would communicate the motion and see if they needed a formal resolution. The way Jeff anticipates this moving forward is that he will need to send plans and photos to the studio and they may build an architect model of the project as they move forward. The art would be installed on the inside of the windows using ladders. Jolene asked how long the display would be up. Jeff said it is permanent. Jolene asked what the installation would look like. Jeff said it uses prisms to shed colored light in the library.

### **5.5 Earth Day 2025**

Jeff said that Christy King who is Carolyn King's daughter, has moved back to Scappoose and is wanting to help with Earth day. She has a background in event production with MMA. Jeff said he would be meeting with her to see how she could help out with Earth Day on March 4. Jeff said he would like to see her be a volunteer coordinator for events. Lisa asked if she could help find vendors too. Jeff said that she has just moved back to town and may not have connections to do that.

### **5.6 Library Building Perimeter Lighting**

The Scappoose Community Club has presented a second version of perimeter lighting on the park side of the library. This version is an all LED permanent installation with a lifetime guarantee. The Community Club would pay \$4,710 to install the lights on the park side of the library. The city has decided to install the same lights on the Heritage Park Gazebo too. Jeff showed the board pictures of the lighting from the distributor Trimlight. Jeff said that while the Community Club has committed to paying for the lights, they would appreciate us contributing something. Lisa asked if the contribution would need to be paid out of this year's or next year's budget. Jeff said it would need to be paid from this year's budget and it was at the discretion of the board. Lisa asked about the installation and the light projection. Jeff said he thought it would be focused at the ground and that the lights would be screwed into the underside of the roof. The board called Shane, the Trimlight sales rep for more information. Jolene asked about where the lights focus. Shane said that the lights would be focused on the walking area. Jeff asked if there was a way to turn the lights off during the movie. Shane said that the lights could be turned off by strip or by individual light or by time using the remote control. Shane said that we could add any other side to the current installation or we could add lights at a future date using the same controller that would be installed. Lisa asked what the Community Club would pay for. Jeff said only the side facing the park. Jeff asked for a

motion to accept the light donation. Jolene thought we didn't need one because we had approved the installation at a previous meeting if they met our requirements which this proposal did. The library will not be paying for any part of the installation

## **5.7 Columbia County Reads**

Jeff said that the library had been approved for the \$2,500 grant from Oregon Humanities. Jeff said the grant obligated the library to buy a minimum of 100 copies of Willy Vlautin's new novel to give away. Jeff said he had bought those books at \$5.99 per copy. That leaves an additional \$700 in the grant fund designated for books. Jeff said that by the rules of the grant, the money had to be spent on the activity originally specified. We would have to get permission from Oregon Humanities to move money between accounts. Linda made a motion that we use the \$700 to buy more books. Jeff said we could do that without a motion or requesting a change from Oregon Humanities. Jeff said that events with Willy needed to be done the first 2 weeks of September before he goes on tour. We have a tentative reservation for the Burkenfeld Theater in Clatskanie. The south county event would probably be held at St Helens because the library does not have adequate space for the event. Jeff said that he would love to have an event in Scappoose. The board suggested having an event at the Senior Center. Linda said she would see if we could use the Senior Center at the next Senior Center board meeting. Lisa asked if we were going to have just one event. Jeff said that we had planned and budgeted for at least 2 events and we planned on one north and one south. We could consider having a third event if Willy is agreeable to do it. Jeff said he would set up a planning meeting with the other county libraries.

## **6.0 New Business**

### **6.1 Librarian's report**

Jeff presented his report (attached). Linda asked how much money the Quilt raised. Jeff said it raised \$400 and the person who won it donated it to the Amani Center. Most items were covered in the discussions above.

Jeff asked the board for guidance for paying staff for hours the library was closed during the February 13 and 14 snow closure. The board reviewed BOLI guidance for paying. Exempt employees need to be paid if any work is done during the week by Federal Law although the exempt employees can be made to use personal/vacation leave for the closed hours. Non-exempt employees are not required to be paid for hours not worked. Oregon does not require full shift pay if the business closes early due to weather. Sick leave cannot be used for snow days unless a public health emergency is declared. There was discussion about what a public health emergency was. Jeff suggested that because that was added in 2022, he thought it was a Covid era addition. Jeff said that the way the State of Oregon handles it is to give employees a half week inclement weather leave per year that can only be used during a weather emergency. The leave does not carry over. Jeff said in his experience was that Oregon usually has only one or two snow days a year. Jeff recommended creating a policy that follows the state procedure. Jeff said he would create a policy for inclement weather for the next board meeting.

There was further discussion on how to pay the staff for the closed hours from February 13 and 14. Lisa asked how many staff members this would affect. Jeff said all the staff. Lisa asked if staff were scheduled for just one day or both days. Jeff said most were just scheduled for one day. Elaine said she thought if people were scheduled to be paid, we should pay them for the hours. The rest of the board agreed. Lisa agreed and said that in the future, the new policy would apply in this situation. Lisa asked what would happen if we have another snow day this year. Jeff said he hoped we didn't have another. Linda made a motion that we pay hourly staff for scheduled time during the snow closure. Lisa seconded. Motion passed unanimously

Jolene asked about the audit. Jeff said that he had decided to go with the new organization Clear Trail with auditors we have used in the past because he had not been able to get bids from other auditors who were state approved. Jeff said the state does not require the library to do a full audit because our income is below the threshold for a full audit, but he cannot find an auditor who would consider anything other than a full audit.

Lisa asked about the library sign repair. Jeff said he had Peak Electric repair the sign in January because it was not working. The electric eye had shorted out and they replaced it. Also, one of the bulbs has never worked since Jeff was hired, so he asked Peak to do an estimate for replacing it. The estimate was

almost \$1000. Jeff talked to Peak about them installing a bulb head the library bought and Peak agreed. Jeff then found a leftover head on Amazon for \$100 which Peak will install when it arrives, cutting the cost to just the installation cost.

Emily is presenting a session at the Oregon Library Conference on programming for adults and children. She has applied for a scholarship to pay the conference fees. If she does not get the scholarship, the library will need to pay the \$310 conference fee for her. The Friends of Scappoose Library have agreed to pay the lodging and parking cost for the conference. She will be there April 23 – 26. Wendi will be going with her to the conference.

In reference to the board requesting more money be spent on Ebooks, Jeff said he thinks we have enough money in the general fund to cover spending \$3,000 on ebooks through the end of the fiscal year. He spend over \$600 on 12 titles in February. We don't have to transfer money from contingency. Lisa asked if those books would only be available to Scappoose users. Jeff said they would

## **6.2 Budget Meeting and Committee Update**

Jeff has confirmed with the Citizen Budget Committee members that they want to participate this year again and that they are available to meet on scheduled budget meeting dates.

## **6.3 Children's Classes/Adult Classes**

The library is holding Sign Language for Children classes from March 4 through the end of the school year taught by volunteer Toni Renner. Capacity is 12 students and the class is full. The library is also hosting Seed to Supper classes on raising vegetables taught by the Columbia County Master Gardeners for six weeks starting in March. Jeff has background checked Toni.

## **6.4 2025 Library Board Election Positions 1 and 2**

We have candidates in both positions up for election.

## **6.5 Switch Library Credit Card Vendor**

Jeff would like to switch credit cards from Inroads to a different vendor. There are problems with getting data and statements on time with Inroads and they are not willing to change our closing date to accommodate us. The problem is that half the year they don't post a statement in time for us to generate a check and we have to estimate from a list of charges for the month. This problem is now compounded by the credit union using new software which does not allow downloads of transaction data in a common format, making estimates nearly impossible. The board agreed that Jeff should investigate other options. One option could be just switching everything to the American Express card now used only for Amazon Purchases. Jeff said he would prefer having a separate card for non-Amazon purchases. The board asked him to pursue a card that does not charge an annual fee.

## **7.0 Other Business**

## **8.0 Future Agenda Suggestions**

## **9.0 Board Comments**

Jolene asked who picks movies for Movies in the Park. Jeff said that he and JJ do. They are talking about showing Beetlejuice Beetlejuice, Wild Robot, and Wicked. We will definitely be showing Gran Turismo because it was rained out last year and we can show it for no additional cost.

## **10.0 Adjourn**

The meeting was adjourned at 7:05