



**Scappoose Public Library Board of Directors
Regular Business Meeting
March 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 at 7:05 PM. Attending was Board President Jolene Jonas, Director Jeff Weiss, and Library Board members Johanna Myers and Lisa Lewis. An unidentified resident from St. Helens also attended via Zoom. Johanna led the group in the Pledge of Allegiance.

2.0 Public Input

There was no public input.

3.0 Approval of Minutes: February 20, 2025

Jeff asked for approval of the February minutes. He noted that the minutes sent out in the board packets had the wrong date on them and he had corrected the date. Johanna made a motion to approve the minutes as corrected. Lisa seconded. Motion passed unanimously.

4.0 Consent Agenda

4.1 Secretary-Treasurer's Report

4.2 Presentation of Bills

There were two Secretary Treasurer's reports to approve at this meeting due to the January report not being done in time for last board meeting. Jolene asked for a motion to approve the consent agenda. Jeff noted a couple of one time annual bills in the bill packet. The AVS Elevator and United Fire invoices were for the annual sprinkler and alarm inspections as required by state law. The Plasticards bill was for new library cards. Jeff said the elevator repairman also replaced the relay contacts in the elevator and that could stop the occasional problems we have with the elevator losing power. Jeff was asked how old the elevator was. He said it is original to the building, so probably from 1996. Jeff also noted the bill for Wendi's state conference fees. Emily's registration is being paid via a scholarship. Johanna asked if this was for the American Library Association. Jeff said it was for the state library conference which is unaffiliated with ALA. Lisa made a motion to accept the consent agenda. Johanna seconded. Motion passed unanimously.

5.0 Old Business

5.1 Submitted and Approved Grants Progress

Jeff said the library had received the grant check from Oregon Humanities for the Willy Vlautin summer project. We are still waiting on the Scappoose City pledge for summer activities. Jeff said that for summer events we should have at least \$20,000 in grants and sponsorships. The library is also going to apply for a city council grant for Movies in the Park which would be in the next fiscal year.

5.2 Discussion of Potential Ballot Measure

Jeff has had staff assigned to recruiting citizens to work on the ballot measure. Jeff said he is concerned about running the measure in the current economic climate. He said he is very interested in the May vote to extend the current jail levy which is an extension of the current levy.

5.3 Peter Erskine Art Project

Jeff has been in contact with Peter's staff and they want scans of the library blueprints to proceed. Jeff has contacted Bemis about scanning the blueprints and will take them to be scanned.

5.4 Earth Day 2025

The committee met as a whole last week. Jeff is trying to get a final list of booths for the event. He said that he is having trouble contacting anyone at the County Extension office and this was a problem last year too. Lisa said their director is out in the community a lot. Jeff said he just gets voice mail when he calls her. Master Gardeners cannot attend because Earth Day is the same day as their annual plant sale. Lisa said she would try to contact the County Extension and get them to come to Earth Day.

5.5 Library Building Perimeter Lighting

Perimeter lighting has been installed on the park side of the library. Community Club paid the contractor for the lighting. The group went outside to see the lights. The lights have also been installed on the park gazebo. Peak Electric also repaired the outside sign light. Peak said the original installation of the sign light was incorrect and water got inside the fixture causing it to fail. Jolene asked if he resealed the other lights. Jeff said the technician did not want to attempt it in case he damaged the fixtures.

5.6 Columbia County Reads

The county librarians had their first meeting about the Columbia County Reads project featuring Willy Vlautin. Attending were Jeff Weiss, Suzanne Bishop from St Helens, Maryanne Hirning from Clatskanie, and Cathy Lundberg from Columbia City. Vernonia wants to participate but was absent. The meeting discussed activities that could be done as part of the summer event. Maryanne wants to have an academic panel discuss the themes of his books, possibly with Courtney Shaw, and show one of the movies based on his books at the Birkenfeld. The two events with Willy are currently scheduled for September 6 in south county and September 13 at the Birkenfeld Theater in Clatskanie. We decided to split the copies of Horse between the 5 libraries and retain 50 copies to send where they are needed. The project will roll out around the beginning of summer reading and this would be the adult component for summer reading.

5.7 Switch Library Credit Card Vendor

Jeff has not found a new credit card vendor. He has inquired at US Bank because they sponsor some of the library events, but they do not seem to be interested. The local branch cannot make that decision and it has to go through their government division. He will try at other banks. Jeff said another possibility would be to just use the American Express card because it has a \$5000 limit and we get cash back on all purchases.

Jolene asked about the Fire Department using the library for day care during their training evenings. Jeff said Fire Chief Jeff Pricher agreed to the library conditions of having liability insurance for when they are using the premises after hours and to background checking their people. The library has an agreement with the Fire Department, but is waiting for them to complete their part of the deal. We do not have a start date. Jeff said it would be possible to let them use the meeting room after 8 PM, but the meeting room is usually in use until 8 PM.

6.0 New Business

6.1 Librarian's report

The librarian's report is attached. Cascades apparently did get part of their taxes refunded to them this month which affected our tax deposit. The library is having their mid-year audit this week and the auditors have not found any new problems so far. We did find that Wendi had been set up incorrectly in the payroll system and has been overpaid by 3 cents per hour since July. This has been corrected, but we will need to get that overpayment repaid by her. The total is a little over \$30. Jeff said that he will need to create a procedure to check the employee setups.

ASL classes have been meeting weekly. Six children did not come to the first classes, so we assigned their seats to children on the waiting list. Emily is presenting a session at the library conference and has received a scholarship for her conference fees and mileage. The Friends of Scappoose Library have agreed to pay for her and Wendi to share a room at the conference hotel. We have been buying more Ebooks for our patrons to access. They can only be checked out by our patrons and buying 12 to 13 a month will cost us around \$650. The election slate is finalized with Lisa Gerardo in position 1 and Lisa vs. Curtis Francis in position 2.

6.2 Preliminary Budget Documents

Jeff gave the board some very preliminary budget drafts based on encumbrances through March 2025. He has been placing money from underspent current sub-accounts into sub-accounts that look like they will be overspent to have as small of a budget increase as possible without cutting public services. He said the final budget draft may be a few thousand higher as he examines it further. The biggest budget increase is in personnel due to a 33% increase in PERS. Our new PERS rate is .2425. Half of that rate is for Tier1/Tier 2 employees. No current employees are Tier 1 or Tier 2. He is currently projecting staff costs at \$310,000. Lisa asked if Jeff knew who the upper Tier former employees are. Jeff said he did not. Lisa tried to figure which former staff could be in the upper Tier. Jeff said the current lower tier (OSRP) started in 2003. Employees in the upper tiers needed to be employed before that date. Jeff said that he is anticipating receiving \$380,000 in taxes and have an additional \$60,000 in carry over due to the Cascades Tissue back taxes. This year we lost around \$20,000 to the Scappoose Enterprise Zone.

6.3 Inclement Weather Policy

Jeff presented an Inclement Weather Policy based on discussions the board had at the February meeting. The policy would give staff the equivalent of a half week of inclement weather leave per year which could only be used if the library had a weather or disaster closing. The leave does not accumulate. If the library would be closed longer, staff would need to use vacation leave or forfeit the lost hours. In general, state law forbids using sick time for weather closures. Lisa asked if part time employees have their week based on weekly hours worked. Jeff said yes and read from the policy where that is defined. Jeff asked when it would go into effect. Lisa said it should go into effect the day after approval. Jolene asked for a motion. Lisa made the motion. Johanna seconded Motion passed unanimously.

7.0 Other Business

The board wanted time to discuss Jeff's evaluation, so he left. After a few minutes, they called him back. They gave him a positive review and asked him to have a 3% raise. Jeff said he really didn't want a raise. Jolene said when Jeff retires, she thought the director's pay scale could be a recruitment problem for a new director and a large increase in the pay scale would be hard for the library. Lisa said she thought that the board had voted to raise the director's pay last year. Jeff said that his pay had remained the same as the previous year. Lisa made a motion to increase the director's pay 3% for the 2025-26 fiscal year. Johanna seconded. Motion passed unanimously.

8.0 Future Agenda Suggestions

9.0 Board Comments

Jeff said he will be looking at the budget again and will send out final drafts to the board and committee the first week of April. He just received a notice from our insurance agent to expect rates to raise 5% to 15% in 2026.

Jolene said that we need to watch the jail ballot measure in May and if we move forward, form a full committee to proceed with the measure. Jeff said there were patrons interested in serving. Lisa said there is a lot of financial unease right now. Lisa said that if the levy is broken down into a per monthly cost it makes it much more reasonable for the average person.

10.0 Adjourn

The meeting was adjourned at 7:57 PM.