



**Scappoose Public Library Board of Directors
Regular Business Meeting
March 23, 2023
7 PM
Library Meeting Room also broadcast on Zoom
Minutes**

1.0 Call to Order and Pledge of Allegiance

President Lisa Lewis called the meeting to order at 7:05 PM. Attending were Lisa Lewis, Linda Vermillion, Mary Jo Mazzella, Jessica Whitney and Library Director Jeff Weiss. Lisa led the group in the Pledge of Allegiance

2.0 Public Input

There was no public input.

3.0 Consent Agenda

3.1 Secretary-Treasurer's Report

3.2 Presentation of Bills

3.3 Approval of Minutes: February 16, 2023

Bills were discussed. Jeff described the maintenance done to the library sprinkler system. This extensive maintenance is required by state law every 5 years and involves taking apart the pipes in the system and inspecting them for leaks and corrosion with a camera. The system is also tested to see if it will hold 150 PSI for two hours. Our system passed, but it was an expensive test. Jeff noted that the library had \$19,000 more cash on hand then at the same time in 2022. There were no questions about the remainder of the bills, the treasurer's report or the minutes. Linda made a motion to accept the minutes. Lisa seconded. Motion passed. Linda made a motion to accept the full consent agenda. Mary Jo seconded. Motion passed.

4.0 Old Business

4.1 Submitted and Approved Grants Progress

Jeff stated that the library was approved to have a teen intern and received a grant from the State Library to pay them. The library received \$2,200 to pay for a teen from the local high school to work 10 – 12 hours a week at the library and create a creative project over the course of the summer. There are a few hundred dollars in the budget to pay for supplies for the teen's project. The library will promote this opportunity through the Scappoose High School and recruit a teen to start in June during summer break. The student will be paid at the base clerk rate. Lisa asked what the local minimum wage is. Jeff said in Columbia County it is \$13.50. The local minimum wage will reset April 30th based on CPI and that new minimum wage figure will be posted by April 30. What the new minimum wage is for Columbia County may affect the library wage scale for clerk wages.

Jeff said the library had received \$3500 in earth day sponsorships so far and has pledges for another \$3500. The expenses of putting on an Earth Day celebration will be fully funded by private donations. In

addition to the cash donations, Starbucks and Fred Meyer are donating breakfast and Grocery Outlet and Fultanos are donating food for lunch. The police department will be grilling hamburgers and hot dogs. The expenses so far are \$1100 for a 2 month billboard, \$1299 for the electric bike to raffle, \$789 for recycled totes with the vendor and event information and \$450 for other printing and promotion. The new electric car charging stations will be dedicated at the event and there will be speakers talking about gardening, conservation, and energy rebates.

4.2 Spring Programming Update

There has been a third game night added so every Thursday night is family game night at the library. The library is adding a drop in chess club and a homeschooler's meetup to monthly events. Special events this month are a teen button making party on the 17th, a release party for the new Dog Man book on the 18th and a bilingual storytime on the 27th.

4.3 OHSU Walking Study

Jeff stated that he needed to get 20-25 people to walk by the 15th of April. The library has promoted the study on the local radio station and in the Spotlight. Linda recommended promoting the event at the Scappoose Senior Center.

4.4 2023 Board Elections

Jeff distributed the final sheet of candidates for the May special election. Two of the candidates are related. Lisa asked if two related people could serve on the board. Jeff stated he would check the board bylaws and state law to see if there was anything that could prevent related people from serving. None of the board members knew the related people who had applied. Staff also do not know any of the new candidates.

4.5 Teen Intern

The library was approved for the Oregon State Library grant.

4.6 Budget: Preliminary Figures & Appoint Committee

Jeff distributed preliminary budget worksheets. He noted that these are very preliminary and will probably change. Jeff noted that the largest cost increases have been in professional services the library uses. Computer services, elevator maintenance, and the sprinkler maintenance have all increased greatly. Lisa asked about staff salaries. Jeff stated that the proposal he is proposing a 5% raise plus the 2% step for hourly staff (a total of 7%). The library will be receiving about \$17,000 in new taxes this year. He is anticipating a tax non collection rate of 8% Lisa asked how much the library normally does not collect. Historically, Jeff stated the library usually does not collect about 5% of taxes by the end of the fiscal year. He said he may bump up the estimated taxes figure in his final proposal to the budget committee by \$5,000. Lisa said that the board had completed Jeff's evaluation and wanted to discuss his salary for the coming year. Jeff has proposed that he get no raise. Lisa asked about calling a special session to discuss Jeff's salary. Jeff stated he would rather that be in open session as he does not like special sessions. Jeff agreed to leave the room while the board discussed his salary. The board held a discussion and decided to offer Jeff \$70,000 for the 2023 – 2024 fiscal year. Jeff presented the timeline and schedule for budget committee meetings and budget adoption. The board agreed to the schedule. One of the citizen budget committee members cannot attend the budget meeting. Jeff asked what the board would like to do in this instance. State law is that a majority of the budget committee must vote to approve the budget regardless of meeting attendance, so 6 of the 9 of the attending committee members would have to approve the budget for it to pass. The committee member who cannot attend would review the budget documents and submit a written report. She does not want to be replaced on the committee. The board decided to allow the committee member to be absent as long as she submits a written report. The board approved the five budget committee members.

5.0 New Business

5.1 Librarian's report (attached)

The board discussed the library sponsored Earth Day on April 22. The Scappoose Police department will be serving free lunch cooking food supplied by Grocery Outlet. The Community Club is selling drinks during the event as a fundraiser for them. Fred Meyer and Starbucks will be supplying breakfast. The morning of the event is reserved for cleanup and the afternoon is for activities and tech talks. Jeff reported that the Dolly Parton Imagination Library which mails free books to local preschoolers is nearly fully funded for the year from the spring fundraisers and a grant from Columbia County COO grant. Jeff attended a "meet the funders" event hosted by the Oregon Community Fund and found three organizations that could be interested in funding the Imagination Library in Columbia County. Besides OCF, those are the Marie Lamfrom Charitable Foundation and the Collins Foundation. The board also talked about attending the Annual Town Meeting April 8.

5.2 Review Collection Development Policy

The library board decided in 2019 to review the Collection Development Policy every 2 years. The board missed revisiting this policy in 2021, so Jeff wanted to discuss it tonight. He presented and explained the reason for each section of the policy. Jessica asked when the demographics in the first section had been updates. Jeff said they were based on census estimates available in 2019. The board asked Jeff to update that section with figures from the 2020 census and present a revised policy at the next meeting.

5.3 Director's Annual Performance Review

The board gave Jeff a copy of his annual performance review

6.0 Other Business

The group discussed the library needs for volunteers at library events due to the increase attendance at events for children and adults..

7.0 Future Agenda Suggestions.

8.0 Board Comments

9.0 Adjourn.

The meeting was adjourned at 8:30.