



**Scappoose Public Library Board of Directors
Regular Business Meeting
April 20, 2023
Immediately following Budget Committee Meeting
Library Meeting Room also broadcast on Zoom
Minutes**

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 7:40 PM. Attending: Board President Lisa Lewis, Vice President Mary Jo Mazzella, Curtis Francis, Linda Vermillion, Jessica Whitney and Library Director Jeff Weiss. There was no Pledge of Allegiance because everyone had said it at the Budget Committee meeting at 6:30.

2.0 Public Input

There was no public attendance or input.

3.0 Consent Agenda

3.1 Secretary-Treasurer's Report

3.2 Presentation of Bills

3.3 Approval of Minutes: March 23, 2023

Jeff noted that the board had just received the Secretary-Treasurer's Report and approval could be delayed until the May Board meeting if we needed to. The board proceeded with approval. Lisa asked for a motion to approve the consent agenda. Mary Jo made a motion to accept the consent agenda. Curtis seconded. Motion was approved.

4.0 Old Business

4.1 Submitted and Approved Grants Progress

Jeff stated that all sponsorships for Earth Day had been paid. The PSU mapping class grant is based on reimbursement, so we have to submit claims with receipts for the grant. Jeff said Marty, who is teaching the class, has created a population map for the library district. The Teen Intern grant will be paid as a check during this fiscal year.

4.2 Spring Programming Update

Jeff stated that there was the first Homeschoolers event this month and the first Chess Club for children had 13 participants. Board games are every Thursday now due to demand from the public. The library has had to order folding tables so that there are enough places for people to sit.

4.3 OHSU Walking Study

Jeff stated that there were 15 solid participants and he is trying to get an agreement on a meeting date the week of May 8th. Scappoose is scheduled for a visit from the researchers that week and they would prefer Tuesday through Thursday.

4.4 2023 Board Elections

The final group of candidates is still the same as last month. Jeff mentioned that Curt was interviewed on YouTube. Jeff said he did a good job. The board looked for the link. Curt also stated that he was contacted by another group that wanted to privately interview him. They asked him about banning books and he sent them the collection development policy and mission statement.

4.5 Teen Intern

Jeff stated that the library had two applicants so far. Linda asked what the requirements are. Jeff stated that by the terms of the grant, the student needed to be entering either junior or senior year of high school and be from a local school. The library wants the applicants to be 16 years of age or older. Students can apply by sending an email with a resume and cover letter to Jeff by May 15.

4.6 Review Collection Development Policy

At the last meeting, Jeff was asked to revise Section II, Scope and Goals of the Collection Development Policy. Jeff presented an updated Scope and Goals with demographic data from the 2020 Census. He noted there has been significant change since 2010. Median age has declined in the district. There are more homes with children. Income and per capita income have both increased. Poverty is 4% Jeff said he expected those trends to continue with the expansion of PCC and OMIC.

Mary Jo asked if we wanted to update the mission statement. Jeff stated that he thought the library should keep the mission statement and change the demographics. He stated that the demographics were off the census data card. He said he created demographic cards comparing Scappoose, St Helens, and Oregon as a whole. Generally Scappoose has generally better statistics than those two. Lisa asked why Jeff thinks people are moving to Scappoose. Jeff stated he thinks it is generally to move from Portland although he has met several new patrons who have moved from farther away to Scappoose. Lisa called for a resolution to accept the changes to the Collection Development Policy. Mary Jo made the motion. Jessica seconded. Motion passed.

5.0 New Business

5.1 Librarian's report (attached)

Jeff noted the circulation increase this year and stated the library is consistently above St Helens in circulation. The library has \$22,000 more in our treasury account at the end of March than in 2022. The library has bought a remote ticket so that we can watch the recorded conference sessions after the event, but no one is going to the conference. Earth Day activities were discussed. Lisa asked what help was needed for the event and what time set up was. Jeff stated that we have asked everyone to be set up and ready to go at 10:30 AM on that Saturday. Jeff said they were going to stuff the swag bags for the event on Friday. Lisa volunteered to help do that. There are 250 Bags to fill.

5.2 Midyear audit

Jeff presented the board with the results from the mid-year library audit. The report is attached. Most are the ongoing concerns that the library does not have enough separation of duties due to limited staff. There are some new minor issues. The first is that the library does not need to provide a Quickbooks file to the auditor for the midyear audit. The second is to have the director sign all financial reports to prove he has read them. The third is to evaluate crime coverage that the library carries. The library doubled this insurance coverage in the past year to \$100,000. Jeff said he wanted to change how the library pays the Friends of Scappoose Library for in library sales. The library has traditionally paid this money to them in cash. The auditor wants to match cash register receipts to deposits, so Jeff is proposing depositing all the money from in library sales and paying the Friends by check quarterly. He said he had talked to Tracy and Tina of the Friends about doing this and they proposed the library just keep the cash from those sales. This proposal would need to be approved by the Friend's board. The board said that either solution would be fine. The Friends sell about \$100 of merchandise a month in the library.

6.0 Other Business

Linda wanted the library plaque on the front of the building replaced. Jeff said he would investigate and get an estimate for replacement.

7.0 Future Agenda Suggestions.

8.0 Board Comments

9.0 Adjourn.

Curt made a motion to adjourn the meeting. The meeting adjourned at 8:30.