



**Scappoose Public Library Board of Directors  
Regular Business Meeting  
May 16, 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 7:08 PM by Board President Linda Vermillion. Attending were Vice President Jolene Jonas, Board Members Lisa Lewis, Elaine Nussbaum and Johanna Myers. Library Director Jeff Weiss also attended. Linda led the group in the Pledge of Allegiance.

**2.0 Public Input**

There was no public input or attendance

**3.0 Consent Agenda**

**3.1 Secretary-Treasurer's Report**

**3.2 Presentation of Bills**

**3.3 Approval of Minutes: April 18, 2024**

Jeff said he had just received the financials hours before the meeting and distributed them electronically to board members. He said he had looked at the figures and they seem correct. He said that the personnel budget was pretty tight but he thought it would be OK. He also said that the Materials and Services budget had over \$15,000 (10%) unspent and the big June bills would be for the Outdoor Festival, but the accounts should be OK because the board had passed two resolutions accepting grants in the total amount of \$15,000 for that event. Lisa asked what would normally be done if the personnel budget went over. Jeff said the board would have to pass a resolution to move money from another fund like the contingency.

Jeff said that in the bills, there were checks for the June Summer Reading performers and the contracted performers for the Outdoor Festival the payment to the Decades includes PA and sound man rental for the day. He went through the other payments to performers and what event they were performing at. In the annual summary by fund, included are all bills payable to date, so that includes bills paid in May and May personnel costs. He said the library has about \$24,000 more cash on hand than last year, mostly from grants and donations.

Lisa made a motion to accept the Consent Agenda. Jolene seconded. Motion passed unanimously.

**4.0 Old Business**

**4.1 Submitted and Approved Grants Progress**

Jeff said he submitted two Community Enhancement grants to the City of Scappoose. He submitted a \$2000 grant for Movies in the Park and a \$1000 grant for Earth Day in 2025. Jolene asked if that was enough money with previous donations for Movies in the Park in 2024. Jeff said for the past two years, Swank, the film rental agency had given the library a flat rate for the summer. He said it is unlikely to do so this year, and there are 5 weekends this month, so the \$4,000 in current grants will not cover the event

cost with promotion and pre-film entertainment. He said last year the event cost around \$3500 without staffing costs. If the library pays per individual movie, the rental cost is \$500 - \$600 per film. Donations were discussed for the Outdoor Festival. Jeff went through the sponsors who had paid and presented the spreadsheet of costs and income for the festival to date. Right now, the festival is in the black. The board asked about the dunk tank and who was going to be in it. Jeff said right now, the only 2 participants are Brian R. and the mayor in the tank. Lisa asked what the cost was for portapotties. Jeff said the cost was \$688 for 4 regular and 1 handicapped.

#### **4.2 Spring Programming**

Jeff said that regular programming runs through May and then there will be a two week break before Summer Reading starts on June 15. After June 15, there will be daily programming and special children's events on Saturdays.

#### **4.3 Reading Dragons**

Reading Dragons stopped at the end of April and will restart when school starts. Jeff said that they printed sets of all the cards the children designed so that everyone who entered the card design contest would have a set of the cards they designed. The winning designs will be integrated into the Dragon cards next school year.

#### **4.4 Earth Day**

Jeff reported that Earth Day was a success again. Over 800 people attended. We gave away 300 children's string backpacks and 250 recycled reusable bags. Volunteers planted over 200 native plants along the Scappoose portion of the CZ Trail. As usual and as required by the Public Utility District grant, we gave away battery operated garden tools and a battery powered bicycle. We also gave away plants and seeds and had a project where children made bee watering stations.

#### **4.5 Scappoose Outdoor Fun Festival June 8**

We have the festival June 8. Printing is being printed. The idea behind the festival is to feature local outdoor activities and tourism in Columbia County. Jeff reviewed the planned activities at the event and the street closures for the event. Volunteers are needed for the event.

### **5.0 New Business**

#### **5.1 Librarian's report (attached)**

Jeff reviewed his librarian's report. April circulation increased 15% month over month. May is shaping up to be slower with circulation more like 2023. Jolene asked what a potato pageant was. Jeff said children would be making Mr. Potato Heads with real potatoes.

For the Outdoor Festival, Jeff said in addition to the \$7800 the library has encumbered for the outdoor festival, Jeff said that he thought the library would have another \$2000 to \$3000 in expenses. The library has to have a medic at the event and at least one more entertainer needs to be hired.

The library has hired Ashley Jennings to fill the vacant associate's job. She started May 1. The library also observed Volunteer Recognition Day by giving all our regular volunteers a \$10 coffee card.

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

Because of last month's discussion and discussion during the Budget Committee meeting, Jeff distributed the Oregon Tax Election Ballot Measures guide to the board and presented the basics of getting a supplemental rate for the library on a ballot measure. It needs to be either on the November or May election to pass with a simple majority. Other ballots require a double majority. Jeff recommended a measure between .08 and .10. .10 would generate about \$100,000 per year. .08 would generate about \$80,000 per year. At .10, every \$100,000 would pay an additional \$10 per year.

The board reviewed the format and limitations of the ballot measure form. Lisa asked Jeff what his vision was for staffing if the library got the increased levy. Jeff said they discussed it at staff meeting and the consensus was to have two full time (40 hour) and four part time employees plus the director. That would

be 2 full time technicians, one part time technician and three associates. With the current staff if we had the money, that would be two full time Technicians, one part time Technician at 20 hours, one part time Technician at 32 hours, one part time Associate at 20 hours and one part time Associate at 24 hours. Lisa asked if the full time employees would be offered health insurance. Jeff said we would be required to by state law. Lisa asked if this plan included a wage increase. Jeff said that in order to stay competitive, we would need to increase pay to remain competitive. Lisa asked what the 3 part time associates earn per year. Jeff said they all earn around \$32,000 per year plus PERS. With federal taxes, that comes to about \$40,000 per year per employee as the library's current cost.

Jeff told the board that the deadline for the May ballot is March 20. Jolene said we should pursue the .10 levy. Lisa said that did not seem too threatening. Johanna said people she talks to are very opposed to any tax increase. Lisa said that she liked to hear both sides. Johanna said that the library does need the money, but she feels the tax is a burden for some homeowners. Jeff said that at some time, the school district will be relaunching their bond. Lisa said she was impressed with how St Helens has been remodeling their properties incrementally. Lisa asked what happens if the levy fails. Jeff said the options in the state are a 1 or 5 year operating bond. Equipment and construction bonds can have a longer levy. The board talked about the 911 bond.

Lisa asked if we should form a subcommittee. Jeff said he can find salaries for the surrounding communities. The board asked him to find that information for the next board meeting so they can plan a course of action. Jeff said the library needs a cumulative fund to use for replacing systems in the library as they wear out. He said major systems cannot be replaced at current prices with the existing budget.

## **6.0 Other Business**

Jeff presented the board with the report from the interim audit. The usual concerns were there from the auditors which are: Using QuickBooks and the lack of segregation of duties due to limited staff. The auditor also recommends the librarian and bookkeeper sign and date all documents when they review or reconcile them. They also found 2 i-9's with errors that need to be corrected. Jeff noted that he no longer has any access to a QuickBooks account. Lisa asked what accounting system the auditors suggest. Jeff said he didn't know but he could find out. They also recommended increasing fraud insurance which covers employee theft. The library currently has \$100,000 in fraud insurance.

Jeff said that he had received one bid of the three contacted to remove the dead tree. The bid was for \$750 from Excel Tree Service. Jeff said he did not want to replace it because it sits on top of the sprinkler system. Jeff said he could ask the city if they could take it down instead.

## **7.0 Future Agenda Suggestions.**

More discussion about the possible ballot measure.

## **8.0 Board Comments**

## **9.0 Adjourn.**

The meeting was adjourned at 8:10.