



**Scappoose Public Library Board of Directors
Regular Business Meeting
May 18, 2023
7 PM
Library Meeting Room also broadcast on Zoom
Minutes**

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 7:05 PM. Attending were Mary Jo Mazzella, Linda Vermillion, Curtis Francis and Director Jeff Weiss. Jeff called for a motion to accept the meeting agenda. Linda made a motion to accept the agenda. Curt seconded. The motion passed.

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: April 20, 2023

Curt made a motion to accept the Consent Agenda. Linda seconded it. Jeff said that one of the charges on the credit card in the amount of \$15.44 for food that was given away at the Wednesday library produce giveaway. Jeff said he always buys extra food with his own money to give away because demand exceeds the food we get from the local food bank. He wrote a check to reimburse the library for the amount. Linda asked why the library did not pay for the extra food to give away. Jeff said that the library didn't really have the money to do it on a regular basis and he does not think tax dollars should be used for that purpose. Linda asked about getting produce from the Senior Center gardens. Jeff said that the Center would not give the library produce last year because they wanted Senior Center members or the food bank to have it. Linda said she would talk to the center about getting the library produce.

Jeff noted some one time bills on this month's payments. The Environmental Systems Research Institute payment for \$1000 was from the Portland State University grant for mapping software. Pauly, Rogers and Co. is for the mid-year audit. PDX Brown Clown is for her June performance at Summer Reading. Bemis bill is for Earth Day banner printing. There was some confusion about the PDX Brown Clown check, but it was straightened out and there was not a duplicate payment

Jeff stated that the figures on the distributed report include all payments through the date of the board meeting, so there will be one more month of operating expenses and 3 more pay periods before the end of the fiscal year. Jeff stated that there will be small surpluses in both the personnel and the materials and services account. He said that he did another financial projection and anticipates at least a \$250,000 cash carryover at the end of the current budget year. He asked the board to consider moving the additional \$5,000 in cash into next year's budget to provide a larger cushion in the personnel budget. In his monthly report, Jeff had requested the \$5,000 be placed in materials and services. The board did not

have to make a decision on this matter at the current meeting, but Jeff wanted to put the proposal on the table for possible acceptance at the budget hearing.

4.0 Old Business

4.1 Submitted and Approved Grants Progress

Jeff is meeting with the Friends of the Scappoose Public Library next week to present a couple of requests for funding to purchase classroom books for the children's nonfiction collection and to purchase multiple copies of the 2023-24 OBOB books. The library has applied and been approved for a \$1000 grant from the City of Scappoose for Movies in the Park this summer. The Friends of Scappoose Public Library also paid their pledge of \$2500 to support summer reading.

Applications for the summer teen intern (paid for by a state library grant) have closed. We have six applicants. We are going to interview the applicants the first week of June with most interviews on June 3. The library will select one intern. They will be paid our starting clerk wage and work 10 to 12 hours per week.

4.2 Spring Programming Update

All the spring programs are listed on the librarian's report. In the past month, the library has added chess club, a homeschooler's meetup, and a Dungeons and Dragons beginner's group. Special events include a teen bracelet making afternoon and bingo for books at the Senior Center. Some of the regular school year programs will get paused during summer break and Summer Reading activities will take their place.

4.3 Earth Day final

Earth Day activities saw attendance of between 400 and 600 people over the course of the event. We gave out 250 adult goodie bags and 100 children's backpacks. Vendors, sponsors, and attendees were happy. We gave away two electric bikes which were won by small children. The event was paid for by the business sponsors, so no library tax money was spent and the library made about a \$3000 profit on the event. Because the event was very successful, we expect the city will expect the library to plan and execute the event in the future.

4.4 OHSU Walking Study

The OHSU walking group met with the OHSU researchers and did initial measurements on May 10. The group had 23 initially signed up, but Jeff expects some participants to drop out because of work commitments. The group voted to walk on Friday mornings, but that does not work for a few group members. The first walk will be May 20 at Chapman Landing. The board asked Jeff if the group would keep the Friday date permanently. Jeff said they could change the date, but will probably keep Fridays for this summer.

4.5 Teen Intern

There are six applicants. We had seven, but one applicant's parents asked them to withdraw their application. They will be interviewed the first week of June. As part of the interview, applicants will be asked to present ideas for the creative project they will need to produce as part of the intership.

5.0 New Business

5.1 Librarian's report (attached)

Jeff reviewed the highlights of his May report.

5.2 Summer Reading

Jeff presented a calendar of the major summer reading events. There will be events for children every day of the week except Sunday and Monday from June 17 to August 12th. The kickoff party is June 17 and the events final party is a water fight with Vertex Games in the park. This year's national theme is "Find Your Voice". The library is using the same reading criteria for children as last year where children

track reading 20 minutes a day. For prizes this year, children will get a silicon charm bracelet upon signup and for every goal they reach, they can pick a plastic charm to put in their bracelet. Children also will get a free book upon signup and a second free book if they complete the course. There will also be a concurrent summer reading program for adults using the same style of goals and charm bracelet. Curt said the bracelet was a good way to promote summer reading among children because friends will see the bracelets and ask where they came from.

We also discussed briefly the library GIS mapping class taught by Marty Marquis. Mary Jo thought her son might be interested. Jeff said that he could sign up through the QR code on the library website or by emailing Marty. Marty's email address is on all the posters promoting the class and on our website. Jeff said it was a good opportunity for residents of Columbia County because the grant allows people to get free mapping software that is usually quite expensive and that they can use from home

5.3 Movies in the Park 2023

Jeff discussed promotional plans for Movies in the Park. Movies in the Park is always paid for by grants and sponsorships. Last year, the library had a billboard to promote the event, but it is a cost in excess of \$1,000. Last year it cost \$1,200 and Jeff expected the cost to be higher this year. Jeff asked for board opinions on this expense. Linda said that we need to promote the event and that we should go ahead and reserve the billboard again. Jeff said the cost is about half monthly rental and half printing and hanging expense. In addition, we get Bemis to print banners and posters for the event. The board agreed to getting the billboard again this year.

5.4 Library Dedication Plaque

Linda has asked Jeff to investigate replacing the library dedication plaque on the building. Jeff investigated and said that there were many options for style of the plaque. He showed the board some options from the Crown Awards website. Linda said she preferred an engraved bronze plaque. After looking at different samples, Linda thought brass letters on bronze would look nice. The board wanted the same relative font sizes as the existing sign. Jeff said he would get options and try to get a mock up from the local trophy maker in Beaverton. Jeff stated that the plaque needed to be the same size as the current one because it covers an old book drop slot and the plaque needs to cover and seal that slot. Jeff agreed that he would weather strip and caulk the new plaque

6.0 Other Business

7.0 Future Agenda Suggestions.

Jeff recommended not having future agenda suggestions for June because of getting 3 new board members in July and he didn't want to make any major decisions before then. He also said that as part of the onboarding process, the new board would need to get the state legal and ethics training.

8.0 Board Comments

9.0 Adjourn.

The meeting was adjourned at 7:55 PM.