



**Scappoose Public Library Board of Directors
Regular Business Meeting
May 19, 2022
7:00 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 Director Jeff Weiss, Vice President Lisa Lewis, Curtis Francis, and Board President Jessica Whitney. Jeff said he had a correction and an addition to the agenda. The correction was to the Approval of Minutes which had an incorrect date and should be April 21, 2022. The agenda addition was to formally accept and approve the budget submitted by the Budget Committee. Jessica led the group in the Pledge of Allegiance.

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 21, 2022

Jeff asked if there was a motion to approve the changes proposed to the meeting agenda. Jessica made a motion to approve the agenda. Curtis seconded. Motion passed. Jeff noted that there were three financial reports to approve for February, March, and April due to the library bookkeeper's accident in early March as well as the April meeting minutes. Lisa made a motion to approve the consent agenda. Curtis seconded. Motion passed. Jeff noted that the library has \$260,000 in the bank at the end of May and is on track to have \$235,000 cash on hand at the end of the fiscal year.

4.0 Old Business

4.1 Reopening of Library: Library Hours Expanded. In Person Programming Restarted.

Jeff noted that library circulation is back to pre-pandemic levels and that meeting room bookings are back to pre-pandemic levels with 4 or 5 bookings every weekend.

4.2 Submitted and Approved Grants Progress

Jeff noted that the library received the Columbia River PUD grant and the check was deposited. The grant that Google proposed for the library did not get applied for because of the short timeline and the inability of the approved government vendor (CDW-G) to complete their part of the application before the application deadline. The library could have gotten some free tablet computers, which are not essential to services, but would have been nice to have. The Friends of Scappoose Library also have granted the library money to purchase multiple copies of the Oregon Battle of the Books titles for the coming school

year. The Scappoose School District usually has multiple teams competing in the annual Battle of the Books

Jeff noted that the library still had about \$3000 in the ARPA grant. He wondered about using the remainder of that grant to purchase books for the local schools. The library has partnered with the new school librarian and has learned that the collection is very outdated. The board agreed with this plan. Jessica wondered if the library could purchase books to go in the food packages that are distributed in the schools. This is a program conducted by St Vincent's out of the St Wenceslaus Catholic Church. The board discussed ways to carry this out. Jeff stated that the people who prepare the food packages only know the age of the recipient, but we could supply book at different grade levels. There was also discussion about Spanish versus English books and supplying those. The board decided to ask the ARPA grant administrators about spending the remaining grant money on the schools and if that was rejected to spend part of it on books to go in the food packets.

4.3 2022-23 Budget Planning.

The board reviewed the timeline for the budget hearing and approval, The public hearing will be conducted at the June Budget Hearing 6:30PM on June 16. The budget approval will occur during the June 16 Board Meeting which follows the Budget Hearing. Jeff asked for a motion to accept and approve the 2022-23 library budget as approved by the Scappoose Public Library District Budget Committee. Jessica made the motion. Curtis seconded. Motion passed.

4.4 Scappoose 50 Year Plan Committee

Jeff reviewed the activities that happened for the 50 Year Plan during the Annual Town Meeting. Attendees at the town meeting were divided into small groups and asked to mark maps with what they wanted to be preserved, areas to develop, and amenities they wanted. Each small group made a presentation to the entire group. The small group maps and notes are available on the Scappoose City website. The next area of focus for the Plan Committee is housing. Where to locate it and how to plan for 20 years of growth will be discussed.

4.5 Library Domain Emails and Business Suite

The library will be converting to a paid version of Google Business by the end of May. Jeff has condensed the individual library board emails into one board@scappooselibrary.org in order to save the \$6 per month cost of each individual email. The board president has access to the board@scappooselibrary.org account.

5.0 New Business

5.1 Librarian's report (attached)

Jeff noted that our DNS provider was hacked on May 9th and 10th which took down our email and website for those two days because our domain name was unavailable. Our provider, Opus Interactive, has fixed the hack and everything was back in service on May 11.

Emily has been meeting with the newly hired school librarian and the library is forming a partnership with the schools for the coming year. We are going to issue library cards to all high school students in the 2022-23 school years. School issued devices will contain apps for the library eBook, electronic graphic novel, and reference databases.

Programs in the library for mushroom identification and Earth Day were successful. Jeff noted that publicity for Earth Day was not good. The slide show from the mushroom identification program is posted on the library website.

The culture kits that are funded by the Columbia County Cultural Coalition were discussed.

Jeff applied for a summer Community Enhancement grant from the City of Scappoose in the amount of \$600. He also presented the grant request from United Way to help fund the Dolly Parton Imagination Library.

The library now has earthquake insurance. The bill will be prorated for the remainder of the year. The premium for the entire year is \$1563 for the year, so the pro-rated cost will be about \$1,000.

5.2 Summer Reading Program

Summer Reading “Read Beyond the Beaten Path” starts June 18th which is the weekend after school ends. The library plans a weekly afternoon math club. An Anime club which will center around art will be every Friday. Jeff reviewed the draft events schedule for the summer and the reading trackers for the three different age groups.

5.3 Movies in the Park 2022

The new screen has arrived. The grant from the Columbia River PUD has been paid to the library. The board is paying the rental fee this meeting. J.J Duehren and Jeff will plan the movie and entertainment schedule.

6.0 Other Business

7.0 Future Agenda Suggestions.

The board needs to know more about the ARPA grant and whether we can spend it on the schools.

8.0 Board Comments

9.0 Adjourn.

The meeting was adjourned at 7:50 PM.