



**Scappoose Public Library Board of Directors  
Regular Business Meeting  
June 15, 2023  
Immediately following Budget Hearing  
Library Meeting Room also broadcast on Zoom  
Minutes**

**1.0 Call to Order and Pledge of Allegiance**

The meeting was called to order just before 7 PM. Attending were Director Jeff Weiss, Board President Lisa Lewis, Board Members Curtis Francis, Linda Vermillion, Mary Jo Mazzella, and Jessica Whitney. Also attending were Board Members elect Jolene Jonas and Johanna Myers.

**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: May 18, 2023**

Jeff explained that there were two new vendors in the bills this month for July summer reading performers and a final \$600 bill for the billboard we rented for Earth Day. Jeff also noted that he had included a full year financial report in the board packets this evening that represented figures with most of the final fiscal year expenses. He also noted that the financials also did not include nearly \$10,000 in year end tax payments and donations received in June. Lisa asked about one bill noted in the financial reports from May. Jeff stated that was for the electric bicycle purchased and given away at Earth Day in April. The Public Utility District paid for the bicycle, but ran the purchase through the library instead of their purchasing system.

Lisa asked for a motion to accept the Consent Agenda. Mary Jo made a motion to accept the consent agenda. Jessica seconded. Motion passed.

**4.0 Old Business**

**4.1 Submitted and Approved Grants Progress**

Jeff noted three grants that have been approved for Movies in the Park. The library has been approved for grants from the City of Scappoose (\$1,000), The Columbia County Cultural Coalition (\$2,000), and the Columbia River PUD (\$2000) for a total of \$5,000. He said this amount will cover the costs of the four Friday night events. Further money received from business sponsorships would be profit. Jeff stated he has contacted the finance person connected with our grant from OHSU and completed the paperwork for reimbursement which he will submit next week. Jeff said only two people attended the past classes, but he and Marty plan on setting up a booth at the Farmer's Market in July to promote the program and have a class after the library closes on Saturday. The mapping software programs on flash

drives that Marty has set up are based on a map of Columbia County with local data that can be transferred to the maps to create personal data maps. Jeff said Marty had created a map that showed the library district with data of Hispanic residents by census block. Creating that map is one of the instructional activities for the in-person lessons.

#### **4.2 Spring Programming Update**

The updated list of public programs is on the monthly director's report. In May, the library added a "Children's Programs for Adults" program on the first Monday of the month and has restarted Fiber Friends on Tuesdays from 6-8 PM.

Lisa asked if Jeff is still donating food every week to give away at the produce giveaway on Wednesday. Jeff said he is. Lisa asked about how much the extra food costs annually. Jeff said it costs about \$2400 a year which he is donating. Lisa asked if the library could budget for these costs. Jeff said he didn't think there was money in the budget for that amount of expense and he was philosophically opposed to spending library tax dollars on food to be given away.

#### **4.3 Earth Day final**

Nothing new to report but the city would like the library to handle this event again next year.

#### **4.4 OHSU Walking Study**

The walking group is meeting every Friday at 8 AM. Two participants have dropped out since the initial meeting because of work commitments. Researchers from OHSU will be attending the group walk on July 7 to observe the group activity. Lisa asked if it was too late for others to join the walking group. Jeff said it is because part of the study requires a fixed group so the researchers can study what keeps people in the group and what causes them to quit.

#### **4.5 Summer Reading**

Jeff distributed examples of the summer reading printed material to the board. The summer reading program starts on Saturday June 17 with a kickoff event in the park. Reading is being tracked every day. For each week the child reads, they receive a rubber charm for a bracelet that they get when they sign up for the program. Linda asked about the adult reading club. Jeff said he was uncertain of the details, but it was structured similarly to the children's program except the adults read books of different types throughout the summer instead of tracking their daily reading.

#### **4.6 Movies in the Park 2023**

Summarized in the Director's Report. The four movies currently scheduled to be show are: Galaxy Quest on August 4, Minions on August 11, Top Gun Maverick on August 18, and Edward Scissorhands on August 26. Costume contests are planned for Galaxy Quest and Edward Scissorhands. Musical performers are scheduled for each night. The Scappoose Police Department will be selling 50 cent hamburgers and hot dogs with the proceeds going to the Community Club. The Historical Society will be selling ice cream. The Community Club will be selling drinks and popcorn.

Jeff has reserved a billboard on the south side of town for August. The cost is \$1400 inclusive of printing and mounting for the month of August discounted from \$2200.

#### **4.7 Teen Intern**

The library interviewed 6 candidates for the teen summer intern position and hired Althea Pisha as our intern. Althea is a long time library volunteer. She will work an average of 12 hours a month. The intern has to complete a creative project by the end of the internship. Althea proposed three possible projects. One is a blood drive at the library. Another is to create a library related teen review publication. The third is to have some type of teen event possibly online. Jeff said he needs to work with Althea to solidify her project. The entire state grant that we were awarded for this position must be spent by August 31.

#### **4.8 Dedication plaque**

The quote for the new plaque from Award Trophies is \$255 for brass with engraved dark letters. Jeff had questions for the board about whether that was what they wanted. Linda has expressed an interest in bronze or bronze encased. Jeff said he would inquire about the cost and bring that cost back to the board.

#### **5.0 New Business**

##### **5.1 Librarian's report**

Jeff discussed his report. He noted that the library had 6425 items circulated in May, a 34% increase over 2022. The library also has been circulated more than St Helens for over a year now. The library has more cash in reserve than the previous year. For the new board members, there is training in August and September that the new members should attend. The August training is on legal responsibilities. The September training is for ethical responsibilities.

Jeff discussed Consejo Hispano which is the Hispanic outreach agency for our area. They are holding programs the 4<sup>th</sup> Monday of the month. Jeff wants to continue this partnership because of the increasing number of Spanish speaking families coming to the library.

Jeff said that the 50 Year Planning Committee meeting in June involved the urban growth boundary. Eco Northwest presented options at the meeting. They were recommending growth on the north side of Scappoose along Highway 30 and on the south side in a larger area along the southbound lanes of Highway 30. Jeff sent the board a link to the slides from the presentation.

##### **5.2 Discuss and adopt budget. Adopt Resolution 74-23 for the 2023-24 budget year and approve permanent tax rate of .2536.**

The Board considered Resolution 74-23 to adopt the library budget for 2023-24. Lisa read the text of all parts of the resolution. Lisa asked for motions to adopt each of the four sub resolutions of 74-23. Linda made a motion to adopt the Resolution Adopting the Budget. Mary Jo seconded. Motion passed. Mary Jo made a motion to adopt the Resolution Making Appropriations. Jessica seconded. Motion passed. Linda made a motion to adopt the Resolution Imposing the Tax. Curt seconded. Motion passed. Linda made a motion to adopt the Resolution Categorizing the Tax. Mar Jo seconded. Motion passed.

##### **5.3 Recognize departing board members, welcome new members**

Lisa thanked the departing board members and said that she appreciated the different backgrounds that the board reflected and she hoped the former board members would come back to attend board members as citizens. She then welcomed the two newly elected board members who attended this evening Jolene Jonas and Johanna Myers

#### **6.0 Other Business**

#### **7.0 Future Agenda Suggestions.**

##### **7.1 Board Training**

Jeff reminded new board members that he would contact them with definite new board member training dates.

#### **8.0 Board Comments**

#### **9.0 Adjourn.**

The meeting adjourned at 7:45 for a reception for new members and recognition of departing board members.