



**Scappoose Public Library Board of Directors  
Regular Business Meeting  
June 20, 2024  
Library Meeting Room also broadcast on Zoom  
Immediately following Budget Hearing  
Minutes**

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

The hearing was called to order at 7:13 PM. Attending were Board President Linda Vermillion; board members Lisa Lewis, Elaine Nussbaum, and Johanna Myers. Library Director Jeff Weiss also attended. Jeff asked for a motion to approve the agenda. Johanna made the motion. Elaine seconded. The motion passed unanimously

**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 16, 2024**

Jeff asked if there were any corrections to last month's minutes. There were none. Jeff pointed out that the bills this month were a combination of Outdoor Fun Festival bills, Summer Reading performer bills and normal bills. He read off the performers that would be performing at each event. There was a Grocery Outlet bill that Jeff said was to buy the food that the Scappoose Community Club cooked at the event. Two businesses wanted to sponsor the Community Club, but wanted the checks written to the library so they could deduct the donations as a business expense. So, the library paid for their supplies and made \$271 on the exchange. Lisa asked if the Community Club sold out. Jeff said they did not, but they will sell leftover soda and chips at Movies in the Park. Lisa asked if the Swank bill included movie rentals for Movies in the Park this year. Jeff said it did not and that the library would have to pay for individual rentals. He said he expected \$2,500 in rental costs for the 5 movie nights.

Lisa asked if the sponsors were satisfied with the Outdoor Fun Festival. Jeff said he thought they were satisfied and were happy with attendance and promotion. Jeff said that more volunteers were needed for 2025 if the library produces the event again. He also said that if the library produces again, he intends to ask the city to fully fund the event. So much time were spent acquiring sponsors that it detracted from event planning. If the city would properly fund the event, it would be a much better event. Lisa asked how much the event cost when the city hired a professional event company. Jeff said it cost over \$100,000 each year. Jeff said the library could easily do the event for \$20,000 and staff could spend more time planning, less time fundraising.

Jeff presented the financials with the year to date totals which are pretty much complete for the fiscal year. The library is slightly under budget for personnel and may be slightly over in the services budget. The library appropriated the city grant for the Outdoor Festival into the services budget via resolution though, so with that \$10,000 increase, the library should also be under budget there. Jeff asked for questions about the financials. Lisa asked where money given to the library by the Friends of Scappoose Library appears in the financials. Jeff said that most of that money is under the Summer Reading grant income. The Friends of Scappoose Library gives us \$2,500 each year for Summer Reading. We ended up with a 6% income increase year over year. Johanna made a motion to accept the consent agenda. Linda seconded. Motion passed unanimously.

#### **4.0 Old Business**

##### **4.1 Submitted and Approved Grants Progress**

The library has received a \$2,000 grant from the city for Movies in the Park and \$1,000 for Earth Day 2025. The check should be written to us in July. The Port of Columbia County has expressed an interest in sponsoring Movies in the Park. Previously the Public Utility District sponsored at \$2,000. US Bank sponsored at \$1,000.

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

This was discussed some earlier, but we have received over \$16,000 in grants and sponsorships and the event hard costs are under \$12,000. We gave away 300 tote bags and 200 string backpacks, so Jeff said he was expecting total attendance was around 1000 over the course of the event. City council wants us to put it on again next year with them sponsoring. Jeff said that he would like to get away from the sponsorship model for the event because having to feature sponsors limits the event and the exhibitors you can have here. Lisa said that the goal was to feature outdoor activities in Columbia County. Jeff said that he wants to show more opportunities in Columbia County. He wants to feature outdoor vendors who don't have the ability to pay even a \$500 sponsorship.

##### **4.3 Discussion of Potential Ballot Measure**

Jeff said he has not had time to work much on this in the past month. The range of a potential levy was discussed. Jeff recommended an .08 to .10 range. The total library rate with a successful levy would be .33 to .35 per thousand. A .10 levy would be an additional \$10 in taxes per \$100,000 of assessed valuation. Total tax rates and assessments were discussed based on the property taxes board members paid. Jeff said he needed to get the average and median assessed value from the county assessor. The board wondered about other agency levies and how that would affect our possible levy.

Jeff said that he would like to add an agenda item to discuss hiring temporary help for the summer.

#### **5.0 New Business**

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

Jeff presented the summer children's events from the summer events calendar. Johanna wanted to know if we had instructors helping with children's chess. Jeff said the library did not. There have been over 400 children sign up for summer reading in the first few days of the program. Lisa asked what the participation was last year. Jeff stated that he thought it was around 840.

Jeff presented the salary comparison sheet that he drafted from a combination of figures reported to the state and job postings from the past few years. Lisa asked if Jeff proposed using these salaries as comparison for the levy ask. Jeff said there would not be room in the voter's booklet, but we could use these salaries as public information in raising public support. The libraries included are St Helens, Clatskanie, Hillsboro and Beaverton. Jeff said to keep in mind that we are surrounded by large metros and we compete with them for employees.

## **5.2 Summer Reading**

Jeff said besides the information in his report, there is also an adult summer reading program and several have signed up. The rules for children have changed some. Free books are now given out on the child's second visit to the library. Charm earned are only for the current and previous week. Multi-week catch up is not allowed this year.

## **5.3 Summer Activities**

Jeff presented the current activity calendar and gave printed copies to the board.

## **5.4 Movies in the Park**

As usual, the library will be showing Movies in Heritage Park every Friday in August. The police department will be serving food. The Community Club will be served popcorn. The Watts House will be serving ice cream. There will be music and giveaways at each show.

## **5.5 Discuss and adopt budget. Adopt Resolution 78-24 for the 2023-24 budget year and approve permanent tax rate of .2536.**

Linda asked for a motion to approve the budget for the fiscal year of 2024-25 and make appropriations in the total of \$701,000 as shown on Resolution 78-24. Johanna made the motion and Elaine seconded. Motion passed unanimously.

Linda asked for a motion to impose the ad valorem property tax at the library's fixed rate of .2536 per thousand as shown on Resolution 78-24.. Elaine made the motion. Lisa seconded. Motion passed unanimously.

Linda asked for a resolution categorizing the tax as the library's permanent rate tax of .2536 per \$1,000 as shown on Resolution 78-24. Johanna made the motion. Lisa seconded. Motion passed unanimously.

## **6.0 Other Business**

Jeff said that currently the library has two employees off on extended sick leave and he would like to hire a temporary employee to help staff the library through this. Currently the library is down ¼ of it's total staff (52 hours total staff loss). Jeff said he had talked to Katie Kruse and she is willing to come in on her days off from her full time job to work here. Lisa asked how many hours she would work. Jeff said she had agreed at this time to 5.5 hours per day for 2 days. Lisa asked what her salary would be. Jeff said she would be hired back in at the Associate step where she was previously. Jeff said that he would work on a new addition to the employee manual concerning temporary employees. Jeff said that Althea could also be an option. Elaine made a motion to allow this. Johanna seconded. The motion passed unanimously.

Jeff was asked about background checks for volunteers. Jeff said that the library only background checks people who will be working with children's programs or are leading children's groups. Lisa volunteered to help with children's programs.

## **7.0 Future Agenda Suggestions.**

**8.0 Board Comments**

**9.0 Adjourn.**

Linda asked for a motion to adjourn. Johanna made a motion. Elaine seconded. Meeting was adjourned at 8:10 PM.