



**Scappoose Public Library Board of Directors
Regular Business Meeting
July 18, 2024
Library Meeting Room also broadcast on Zoom
7 PM
Minutes**

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 7:00 PM. Attending were President Linda Vermillion, Vice President Jolene Jonas, Lisa Lewis, Johanna Myers, and Director Jeff Weiss. Linda led the group in the Pledge of Allegiance.

2.0 Public Input

There was no public input.

3.0 Consent Agenda

3.1 Secretary-Treasurer's Report

Jeff reviewed the financial report for the end of the fiscal year and the final figures were in line with what Jeff had predicted in June. There was over \$270,000 in the treasury account. The personnel budget was slightly under budget. The general fund for programs was slightly over the original budget but was under the final budget after the special purpose grants for Earth Day and the Scappoose Outdoor Fun Festival were taken into account.

3.2 Presentation of Bills

Jeff reviewed the month's bills with the board. There were some one-time expenses related to Movies in the Park and performers at those events. The library also is paying Adventure Medics for services at the Outdoor Festival. There also was a large payment to Overdrive for our eBook subscription. The library also had to issue a replacement check to Jeff Curry for performing at the Outdoor Festival because he said he had not received the original one. Note: The original check arrived 2 weeks after the board meeting and been damaged in the mail. We got the original check back and shredded it.

3.3 Approval of Minutes: June 20, 2024

Linda asked for a motion to approve the consent agenda and minutes from both the June Board Meeting and the June Budget Hearing. Jolene made a motion to approve the Consent Agenda. Johanna seconded. Motion passed unanimously. Linda made a motion to accept the Budget Hearing minutes. Jolene seconded. Motion passed unanimously.

4.0 Old Business

4.1 Submitted and Approved Grants Progress

Jeff said the library had received the grant check from the City of Scappoose in the amount of \$2,000 for Movies in the Park and \$1,000 for Earth Day 2025. Jeff and JJ Duehren had gone to Monday's City

Council meeting to ask for money for the 2025 Outdoor Festival. Council made no commitment at that meeting and asked us to try again in November or December. The board wanted to know if Council was happy with the Outdoor Festival. Jeff said Council was very happy with the festival and want us to produce it again.

The library has an outstanding grant through the city for \$500 from the Columbia County Cultural Coalition for the Outdoor Festival, but a final report has to be submitted by the city. Jeff said he would reach out to get that report in motion.

4.2 Movies in the Park 2024

Jeff said Movies in the Park starts August 2 in Heritage Park. The two local papers and the Reader are doing articles on Movies in the Park this year. The lineup is:

August 2: **Bill and Ted's Excellent Aventure**, with Air Guitar Contest, live music from **The Decades**
August 9: **Wonka**, with Pizza Bingo, sponsored by the Port of Columbia County
August 16: **Indiana Jones & the Dial of Destiny**, Movie Trivia with Film Director **Brian Tenchard-Smith**
August 23: Gamers Delight with **Gran Turismo**. Sweetwater Performs
August 30: **ET!** Alien Costume contest and FREE Cake from Fred Meyers

4.3 Summer Reading and Activities

Summer Reading and related activities have created record months in circulation and library use. July's circulation was 7,573 which is a new monthly record and August is projected to break 8,000 which will be another new monthly record. Jeff said of the daily activities, Thursday art is by far the busiest. It has been packed every week and Thursday is our busiest day in the library. Jeff was asked about how the library has been handling events that are too big for the meeting room. Jeff said that earlier in the summer, we had the events outside, but that was not possible recently because of the high heat and we have had to confine the events to the meeting room, which makes it very crowded and loud. Even so, usually Thursday's art event and Wednesday's Chess & Lego have to be held partially outdoors because there are too many children to fit in the meeting room. Jeff reviewed the late July and August special events with the board.

Jeff noted that while signups for summer reading were down, we are having more children participate and read each week. One of our goals this summer was to have more children complete 6 weeks of reading. In past years, we had about 30% of children sign up to get the initial free bracelet and book but then they did not return. The point of the program is to increase reading skills over the summer, so consistent participation is necessary.

4.4 Discussion of Potential Ballot Measure

Jeff said Mike Sykes, JJ Duehren, and Scott Burge are interested in helping with the ballot measure. Mike and Scott are the former mayor and administrator of Scappoose. JJ worked on getting the local gas tax passed on the ballot. Scott thinks the best time to attempt a ballot measure is November 2025, but Jeff does not know the reasoning behind that. The average property assessed value in our district is \$265,000. The assessor does not have a price for median property value. To get the average value, she divided the total property value by the number of properties, so that figure includes vacant land as well as businesses and industry. In 2019, the average was \$232,000.

The 2025 election is an off year election. Board elections are in May. There was discussion about other local districts that could be asking for a levy. We know the school system are going to try another bond at some point. There was discussion about how to approach the levy and how to pay for promoting it.

5.0 New Business

5.1 Librarian's report (attached)

The board asked about volunteering at library events. Jeff said each event takes about 2 hours. Some are longer with setup and teardown. Movies in the Park always need help for teardown and cleanup. Jeff said that once Excel had ground out the stump of the tree they cut down, he would get the sprinkler system

that the tree grew into fixed. Unfortunately, we cannot use our normal plumber; we have to use a sprinkler specialist which is hard to find in Columbia County. The fire panel also had an issue this AM and Jeff had to call United Fire to get them to check the panel and reset it. Jeff also said he is going to get an estimate from them for a new panel. The tech said the cost for the panel itself is about \$1,000 plus installation.

Jeff talked about the personnel issues in his report. Our new employee is on FMLA until possibly the beginning of November, so we have hired Katie and Althea back on a temporary basis. Katie is searching for a job in a larger library, so she cannot stay very long. Althea is delaying college for a year, so she could possibly work longer. Lisa asked if any of the employees were from the local area. Jeff said only Wendi and Deja lived in Portland, everyone else is local to Columbia County. Jeff also said the board needs to consider a temporary employment policy and he would have one ready for the next board meeting. Jeff said he has been opposed to temporary employees because he feels it is unfair to the employee, but the library needs to have staff especially as business has increased so much. Lisa asked if the policy would enumerate what the temporary employee would do. Jeff said he planned on creating it as a position that lists the benefits that the temporary employee would qualify for and the maximum number of hours they could work. Lisa asked about PERS. Jeff said that an employee has to work 600 hours in a calendar year to qualify for PERS. He plans on keeping temporary employees under that threshold. For instance, Katie was previously covered by PERS, so even as a temporary employee, she and the library are paying PERS. Althea is under the 600 hour threshold and we are not paying PERS for her.

There was some discussion about a new subdivision being proposed in the city and new lot size requirements.

Jeff said the library made a few thousand dollars in profit on Earth Day and the Outdoor Festival. He expects Movies in the Park to just break even.

5.2 City Sponsorship

This was discussed earlier. The city wants us to produce the same events in 2025, but has not committed to financial sponsorship. Jolene asked what the next steps are. Jeff said City Council wants us to start planning the events and come back to them about Sponsorships in November or December. The problem though is that to plan the events, we have to contract with performers and suppliers. We cannot do that without sponsorship commitments.

5.3 Ballot Measure Subcommittee

Jeff asked the board if they wanted to form a Board subcommittee with the interested citizen members. Jolene asked what board members would do on the committee besides approve things. Jeff said he thought the board should be involved in the committee because it is crucial to the ongoing success of the library. Jolene said she could be the committee treasurer because she had done that for the last school ballot initiative. Lisa said she would be interested in serving on the committee. Jeff thought we could get more citizens involved if the board approves. The school librarian is an obvious choice. The board talked about people who could help with getting grants. There was discussion about grants for the Dolly Parton Imagination Library. Linda suggested having a quilt auctioned for DPIL funding. Linda volunteered to talk to Pat Turpin about this.

6.0 Other Business

7.0 Future Agenda Suggestions.

Temporary Employee Policy.

8.0 Board Comments

9.0 Adjourn.

Johanna made a motion to adjourn. Lisa seconded. The meeting was adjourned at 7:50 PM.