



**Scappoose Public Library Board of Directors
Regular Business Meeting**

July 20, 2023

7 PM

Library Meeting Room also broadcast on Zoom

Agenda

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 7:05 PM by Lisa Lewis. Attending were President Lisa Lewis, Linda Vermillion, Jolene Jonas, Elaine Nussbaum, Johanna Myers, and Director Jeff Weiss. Lisa led the group in the Pledge of Allegiance.

2.0 Public Input

There was no public attendance or input.

3.0 New Business

3.1 Swearing in of New Library Board Members

Jeff distributed the Oaths of Office to the new board members. Johanna, Elaine, and Jolene each read the oath out loud and then signed and dated it. Current members signed the witness lines.

3.2 Resolution to Add New Board Members to Checking Account

Jeff prepared a motion to add the three new board members as signers to the library checking account. Lisa made the motion. Jolene seconded. The motion passed.

3.3 Resolution to Remove Former Board Members from Checking Account

Jeff also prepared a motion to remove the three outgoing board members from the library checking account. Lisa made the motion. Linda seconded. Motion passed. The motions were passed around to all board members for signatures

4.0 Consent Agenda

4.1 Secretary-Treasurer's Report

4.2 Presentation of Bills

4.3 Approval of Minutes: June 15, 2023 Board Meeting and Budget hearing

Lisa asked if there were questions about the consent agenda. She explained that the financials cover the final month of the 2022-23 fiscal year budget. Jeff noted that the accountant failed to include her monthly invoice, but he has contacted her and will get one before she is paid. Jeff stated that the bills are abnormally large this month because the library is paying nearly all the Summer Reading and Movies in

the Park performers this month. August is the month our eBook subscription comes due, so that is \$5909 of the bills this month. There is also a bill for this year's board elections in the amount of \$2430. There is a bill for the children's books that the Friends of Scappoose Public Library purchased for the library in the amount of \$3909. Jeff noted that his most recent financial projection was correct and the library will have over \$262,000 in cash carryover this year. Lisa explained that this money is a necessary part of the budget to carry the library from the beginning of the current fiscal year until mid-November when the library begins to receive tax revenue. Jeff said he has been building the cash reserve in the budget for several years so that if there is a revenue shortfall, the library can continue normal business for that fiscal year.

There was a brief pause while Jeff printed the minutes from the budget hearing. Jolene made a motion to accept the Consent Agenda. Linda seconded. Motion passed.

There was some discussion about the physical process of getting the new board members added to the checking account. Jeff had told the board members that he would file the documents and motions with Inroads Credit Union and then the new board members would need to go to the credit union to sign. If the member does not have an account with the credit union, they would need to bring photo ID to set up an account.

5.0 Old Business

5.1 Submitted and Approved Grants Progress

Jeff said grant documents have been submitted to the City of Scappoose and Columbia River PUD for the Movies in the Park grants. The Columbia County Cultural Coalition has awarded the library a \$500 grant to support the summer reading activities in addition to the \$2000 for Movies in the Park. We are waiting for checks from these grants as well as the Portland State mapping grant. Lisa asked when the next mapping workshop was going to be held. Jeff said it is Saturday the 22nd at 3 pm.

5.2 Summer Reading

Jeff said 802 children were signed up for Summer Reading, which is 33% higher than our previous record. He said that giving the charm bracelets which kids earn by reading has made a real difference in participation.

5.3 Movies in the Park 2023

Jeff said that this event is ready to go. Publicity has been released and the billboard will go up at the end of July on the billboard by the auto shop on the south side of Scappoose.

5.4 Teen Intern

Jeff noted that the teen intern is in her 4th week of working as a library intern. He said he has mainly had her working on library programming because attendance at summer programs has doubled or tripled over the past years. The library appreciates her help. Jeff said he has been discussing Althea's project with her. A condition of the state grant is that the teen complete a learning project during the internship. He had discussed creating Facebook programs for teens. Althea has thought about doing remote programs for teens. Jeff said he would let her do whatever she wants to do for her project, but he is concerned that having a remote program would not have an audience.

5.5 Board Training

One of the checks in this month's payables is for board training in Salem. Jeff distributed the current Special Districts Handbook for board members to all the library board members. He asked board members to read through it before the training session on August 23. The board discussed where and when to meet to leave for the training. They decided to meet at the library by 7:15 AM to leave for Salem.

6.0 Librarian's Report

Jeff presented his monthly report which is attached. He discussed the regular and special summer reading children's events. The library had record circulation for June and usually circulates several hundred to a thousand more items than St. Helens Library. Jolene asked about the library hiring more staff to keep up with the increased business. Jeff stated that the library's permanent tax rate does not provide enough revenue increase each year to hire additional staff as we usually get around a 3% tax increase a year or about \$11,000. Movies in the Park are finalized. Jeff said he is still trying to get the city to donate trash cans for the trash can painting contest. The painted cans would be used for special events in city parks. The logistics of painting the cans were discussed. Board members asked if help was needed at Movies in the Park. Jeff said it was and that people should be there by 6 PM.

There will be another mapping workshop on July 22 after the library closes. One lucky winner will receive a \$50 Amazon gift card paid for from the grant.

Driving to the training was discussed. Jeff said he could drive. Jolene said she could drive if it was not too hot as she has an electric car and it may not be able to do the round trip if the air conditioning is on the entire time.

Jeff asked if the spelling on the temporary name plaques was OK so he could get permanent ones made. The new board members agreed to the spelling. He also said the new dedication plaque should be done by the August board meeting.

Jeff explained the Conejos Hispano program that the library hosts once a month. It is an outreach program to Hispanic families in our area.

Jeff presented information about the June meetings that he had with other Columbia County community members on countywide tourism. He said that he may be working with the city to put together a letter of inquiry to Travel Oregon for grants for city murals. The board wanted to know why the library was involved in this and Jeff said it is because the library plans and produces the bulk of city events. The board discussed possible mural themes.

7.0 Other Business

8.0 Future Agenda Suggestions..

Lisa asked about the long range plan and ways the library could increase revenue. Jeff said that there are steps in the long range plan to attempt a rate increase, but that would take at least a year to attempt to get on the ballot.

9.0 Board Comments

Lisa asked about Friends of the Library book sales. Jeff said there are book sales the First Tuesday and second Saturdays of each month. The board asked about policies that need review. Jeff said there are some, but he would like to wait to address them until the new board members have been trained. Jolene asked about the bylaws of the library. Jeff said he would email them to all board members after the meeting.

10.0 Adjourn.

The meeting was adjourned at 8:05 PM.