



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

August 15, 2024

Library Meeting Room also broadcast on Zoom

7 PM

Minutes

1.0 Call to Order and Pledge of Allegiance

Attending were President Linda Vermillion, Vice President Jolene Jonas, Board Members Elaine Nussbaum and Johanna Myers, Director Jeff Weiss. The meeting was called to order at 7 PM. Linda 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: July 18, 2024

Jeff apologized for the lateness of some of the reports. He said it happens when the meeting is early in the month. Jeff said the library is a few thousand dollars ahead of where it was last year, partially because the Audit has not finalized yet or been billed. He said the bills include performers for Movies in the Park and the bill for the removal of the dead tree.

On the minutes, Jolene questioned the library producing the June summer event for the city if the city does not pledge more financial support. Jeff said that he understood that, but council has not pledged anything yet. Jeff said he and JJ would meet with the new city manager to discuss this after he starts the job in September.

Linda asked for a motion to approve the consent agenda. Jolene made a motion to accept the consent agenda. Lisa seconded it. Motion passed unanimously

4.0 Old Business

4.1 Submitted and Approved Grants Progress

Jeff noted that the library is still awaiting payment for the \$1,000 grant from the Port of Columbia County and \$500 from the city for the Columbia County Cultural Coalition grant. Jeff needs to help the mayor with the report for the Cultural Coalition. Jeff said he had not applied for any other grants this month.

4.2 Movies in the Park 2024

Jeff said that publicity for Movies in the Park pretty much operates mostly on past expectations now. The event has been going for so many years, people expect it to happen and show up every Friday. The library spent much less on publicity this year and primarily promotes through social media now. Every

evening has about 200 people in attendance. We did spend money on banners, a few yard signs, and flyers, but we did not rent a billboard. Overall the event did cost more this year, but that was because of the cost of renting the films which increased by over \$2,000 for the month of movies. The library has three more showings and has a lot of donations to give away at the movies as well as a kid's bicycle for the final movie.

4.3 Summer Reading and Activities

Jeff said that over 700 children have signed up for Summer Reading and over 150 have completed all activities. Summer Reading runs through the end of August. Jeff said that the goal this year was for the library to encourage children to complete 6 weeks of reading. In the past, we had more signups, but only 28% completed last year. Linda asked how we determine if the children have actually read. Jeff said their parents verify the reading. Jeff said that staff need to streamline the statistical recording for next year because the booklet verification and recording data into an online spreadsheet take a lot of staff time.

4.4 Discussion of Potential Ballot Measure

Jeff said he had talked to people interested in supporting the ballot measure would be meeting in September. Lisa and Jolene want to be involved. Elaine also is interested in getting involved.

5.0 New Business

5.1 Librarian's report (attached)

Jeff said the library has had record circulation for the past two months. August circulation seems to be similar to August 2023. Jeff has compared St Helens Library circulation to previous years because he thought we might be taking circulation from them, but St Helens Library circulation has not declined. That means the extra circulation is likely coming from new Scappoose library users. Fall programming will be rolled out starting the second week of September. The schedule of library events was reviewed. The library has passed the period of reconsideration for the 2024-25 budget. Jolene asked if anyone had ever filed a reconsideration request for the library budget. Jeff said they had not while he has worked here, but the 911 agency in the county had a reconsideration filed for a typo in their form.

Linda said she could get a quilt from the Senior Center for a quilt raffle for Dolly Parton Imagination Library in Columbia County. She just needs to pick out one to raffle from the Senior Center. There was discussion about how to best market the raffle.

Jeff said that the new server is in the basement and IT is loading software and documents on it from the old server. Comcast eliminated our business internet type, so we had to upgrade to a supposedly faster service. One advantage of the service is that it has security software in the router which sends Jeff a weekly report of threats it has filtered.

Jeff has been asked to write a monthly column for the newspaper. The board thought it would be a good way to promote the library. Ideas were discussed for the column. Jeff thought the first column might be on Reading Dragons.

5.2 Gail Retirement

Gail, the library's longest serving employee is retiring at the end of August. Because of our staffing issues (one on FMLA and temporary employees filling that position), Jeff would like to promote Deja into Gail's 32 hour a week position. Deja has been trained on most of Gail's job duties and could move to 32 hours a week to take over all cataloging of materials. Both temporary employees have worked here before, and are a good option during the FMLA period. Jeff would like to use them to temporarily fill the two 20 hour per week clerk positions that are unstaffed (one because of FMLA, the other because that was Deja's job). The board agreed with this plan. Depending on what happens at the end of the FMLA period, or if one of the temporaries finds a better job, then the library will advertise that half time position. The board agreed with this plan. Johanna asked if everyone at the library has a library degree. Jeff said they do not. Everyone has a college degree, but not in Library Science except Jeff and Elisa.

5.3 Staffing and Open Hours

Jeff said that he had looked at reducing evening hours, but now he thinks the loss of regular programs that this would require is not something the library should pursue. We would either have to cancel family game nights and fiber friends or still employ a staff member to staff the event. Jeff said that he looked at the weekly schedule and with the new staff rearranged the schedule so that we have staff where we are most busy, we can maintain current hours.

5.4 Temporary Employee Policy

Jeff presented a revised Temporary Employee Policy (attached) which has more definition as to what makes a temporary employee and hours they can work. Jeff said he didn't specify which wage scale the temporary employee would be slotted at because he wanted the option there if we hired a highly skilled worker on a temporary basis. There was discussion around benefits that would be offered to temporary workers. Linda proposed that temporary workers earn an hour a month for sick leave. Jeff said current workers earn a day a month proportional to the hours the work. If a temporary employee works 10 hours a week, under current policy, they would earn 2 hours of vacation time per month. The board agreed to maintain that policy for temporary employees. Jolene asked if there should be a minimum number of hours worked to earn sick time for temporary employees. She recommended the minimum number of hours worked be 20. The board agreed with that stipulation. Linda called for a vote and made a motion. Jolene seconded. Motion passed unanimously. Vacation and holiday pay were discussed. Linda proposed that instead of sick leave, temporary employees earn one proportional personal day a month after three months of work. The rest of the board liked that idea better than sick leave. Linda withdrew her previous motion and made a new motion to give temporary employees personal time accrued at the current permanent employee vacation rate after three months of work. Jolene seconded. The motion passed unanimously.

6.0 Other Business

Jeff said that he wanted to let our League of Oregon Cities membership lapse. It has jumped to \$650 per year and we are a nonvoting member. He doesn't think we get much for our membership because the League is focused on municipality issues.

7.0 Future Agenda Suggestions.

8.0 Board Comments

9.0 Adjourn.

Jolene made a motion to adjourn the meeting. Elaine seconded. The meeting adjourned at 7 PM.