



Scappoose Public Library Board of Directors Regular Business Meeting

**September 19, 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 7:03 pm. Attending were: Board President Linda Vermillion, Vice President; Jolene Jonas, Board members Johanna Myers and Elaine Nussbaum; and Director Jeff Weiss. 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: August 15, 2024

Jeff discussed the financial situation of the library. The library's cash position is about \$20,000 ahead of last year and he expects that to continue into November when the library will receive its first tax draw. He expects the only big bills remaining that could arrive in October are for the Audit and the library circulation software. Jeff said the audit is done but the auditor is still waiting for the lawyer's letter stating that the library does not have any pending litigation. He has a final meeting with the auditor next Tuesday. Jeff also said that he had to have Inroads issue a new credit card for the library because the card number had been compromised. He saw an unauthorized charge appear on the account and called the bank to cancel and reissue the card. Johanna asked if Jeff knew how the card was compromised and if he kept financial information on his phone. Jeff said he didn't know and he did not keep any financial records on his phone. The board reviewed the brief bill list. There were no questions or comments on the minutes. Linda asked for a motion to approve the consent agenda. Jolene made the motion. Johanna seconded. Motion passed unanimously.

4.0 Old Business

4.1 Submitted and Approved Grants Progress

Jeff said that he had asked the mayor about helping on completing the final report on the outdoor festival for the Columbia County Cultural Coalition and that he would be helping the mayor to write that final report with financial data. The library is still waiting on the outdoor festival sponsorship payment from

BiMart. The library has not applied for any grants or sponsorships in August. Jeff said that there had been a meeting with the new city manager about funding for the outdoor festival in 2025. The city manager said that there was a vacant position at the city and they were considering using 20 hours of that position as a citywide events planning position. The board asked about that position and how it was used by the city in the past. Jeff said that the position was a full time assistant to the city manager.

4.2 Movies in the Park 2024 Final Report

Jeff said that Movies in the Park was a bigger event this year with about 200 people attending each showing. Grocery Outlet supplied the same amount of food to the Police Department to prepare as last year, but the food ran out faster. Jolene asked how things went during the events. Jeff said that the events seemed to go smoother this year than last year. There weren't any problems with attendees this year. Jeff said that with the increased cost of producing the event, it just broke even this year. Jolene asked if people were upset with the one weather cancellation. Jeff said that no one had expressed anything about it on social media or in person. Jeff said that they could not get a refund on the cost of the movie, but we can reschedule it, so he is planning on using it for next year's event and we didn't pay the scheduled band for the event.

4.3 Summer Reading and Activities Final Report

Jeff distributed the Summer Reading statistics prepared by Deja Hodes as part of the board packets. Jeff said he was unsure how the program was run or what statistics were collected before his tenure, but there has been an increase in participation since 2017 peaking at Covid and rebuilding in the years since. One change made in the past year was saving the free book we give to children until their second visit to the library. This was done because we thought some children signed up just to get the free book and did not participate in the reading program. This may account for the slightly lower enrollment this year over last year. He noted that the library has had record circulation all summer and he thinks that is because of the library children users that we have been cultivating over the past 7 years. He said that we gave away at least 438 free books and more children completed all reading activities than last year. There was board discussion about Story Time and Music and Movement attendance because of the number of families attending. Jeff said that the library was considering limiting attendance in the winter months if attendance at these programs continues to be more than the meeting room can handle.

5.1 Discussion of Potential Ballot Measure

Jeff said he had talked to individual members on the committee, but there has not been a full committee meeting yet. We are going to try to have a meeting in October. He said he anticipates the budget impact will be in the next fiscal year for a November 2025 ballot measure. Besides the cost of the voter's booklet, he expects there will be a direct mailing to voters and printing costs for yard signs and posters. Linda asked about writing the ballot measure and the legal requirements for the ballot measure. Jeff said he had the guide from Oregon that explained the requirements of each ballot measure and that there were committee members with experience in writing ballot measures. The jail levy was briefly discussed. Jeff said that what the library needs to work on this winter is creating a realistic budget for the levy cost and finding supporters in the community. The board talked about the cost of the voter's booklet. Jeff said that the cost of the 2023 election was \$3,200 to the county election's board. He expects the publication cost of the ballot measure to be much higher. He also does not know if the library would have to support the cost of publication of letters of support and letters against that would be published in the booklet. Jolene wanted to know about how many people were in the library district. Jeff said there were about 12,000 residents because the library district is larger than the city boundary. There was discussion about statewide ballot measures and local ballot measures that are on the November ballot.

5.2 Temporary Employee Policy Revision

The board discussed the revisions to the proposed Temporary Employee Policy suggested at the last board meeting. The policy was revised to allow vacation time to accumulate at the normal employee rate after three months of employment. Linda asked for a motion to approve the policy. Elaine made the motion. Jolene seconded. Motion passed unanimously.

5.3 New Server Installation

Jeff said that the conversion to the new server is in process and all the public computers are running on it. We expect to transfer the staff computers to it in a week or so. Jeff said he didn't think the filtering software was talking to the server because it has not generated a blocked site report since the conversion. He has contacted our IT people about it. Jeff said he expects the project to be under budget and because of that, we will need to refund part of the Special Districts of Oregon grant to them because they will only fund half of the total cost.

6.0 New Business

6.1 Librarian's report

The Librarian's Report is attached. Jeff said Wednesday Legos in the children's programs had been restored to weekly instead of monthly activities because of public feedback. The library is planning the Pumpkin Fashion Show again this year. Circulation for the month was up 4% over last year. With school starting, we need more volunteers to help shelve and do other things in the library. We have the occasional person with community service hours ask us, but they generally don't follow through. We have submitted the library newspaper article to the Spotlight and we expect it to be published on the 20th. Jeff said that the paper mill to St Helens has been sold to Arcadia Paper. The Boise property has also been sold.

6.2 2024 Library Audit

Jeff has received the exit memo from the Auditor. The auditor found the same deficiencies as last year.

- The library uses QuickBooks for accounting
- There is not enough staff to have what they consider to be adequate separation of duties.
- One person is responsible for payroll.

The board will have to submit a corrective action letter to the Oregon Secretary of State like we have in years past that states we are aware of these issues, but do not think they need corrective action. Jeff will prepare the letter. The auditor also gave the board an exit memo of new procedures with bill paying and dating bill approval. The board discussed the various non-critical issues raised in the exit memo.

6.3 Kid's Market

The library is planning a November Kids Market. We will be distributing business plans to children so they can plan and create their own mini-business and sell a good or service at the market. The kids will figure out cost and profit and we will review and accept their business plans and make suggestions to the kids about their plan.

7.0 Other Business

There was no other business.

8.0 Future Agenda Suggestions.

Jeff asked the board to view the Special Districts of Oregon presentation on public meeting law. SDAO is requiring this of all members. The state of Oregon is also planning training. It does not appear that the

library board will be required to complete the state training because the library budget is under \$1,000,000.

9.0 Board Comments

10.0 Adjourn.

The meeting was adjourned at 6 PM