



Scappoose Public Library Board of Directors Regular Business Meeting

September 21, 2023

**Library Meeting Room also broadcast on Zoom
Minutes**

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order at 7:05 PM. Attending were President Lisa Lewis, Director Jeff Weiss and Board Members Linda Vermillion, Jolene Jonas, Elaine Nussbaum. Johanna Myers arrived late due to a conflict. Lisa let the group in the Pledge of Allegiance.

2.0 Public Input

There was no public input or attendance

3.0 Consent Agenda

3.1 Secretary-Treasurer's Report

3.2 Presentation of Bills

3.3 Approval of Minutes: August 17, 2023

Jeff presented the consent agenda to the board. Jeff discussed possible options for the library in place of a full audit. Because the library has substantially less than a million dollar budget, we could opt for an Agreed Upon Procedures report which could cost less. The current full audit from Pauly Rogers costs the library \$7,500 a year which is 5% of the library's non-personnel budget. Jeff asked if there were questions about the bills or the minutes. There were none. Lisa asked for a motion to accept the consent agenda. Jolene made the motion to accept the consent agenda. Elaine seconded. Motion passed unanimously.

4.0 Old Business

4.1 Submitted and Approved Grants Progress

Jeff reported that the summer grants are complete and he has to turn in final reports for them to the granting agencies. He has completed and turned in the report to the Columbia County Cultural Coalition. He has most of the report to the City of Scappoose complete. He has inquired to the Columbia River PUD about how they want the final report structured. Lisa asked about the Columbia County Cultural Coalition final report process for a report she needs to complete.

4.2 Summer Reading

The 2023 Summer Reading program had 843 participants of which 217 (about 27%) completed all eight weeks of activities. About 45% completed at least 4 weeks of activities. The overall participation was a record and the completion rate was about average for the program. Jeff also reported that the library has submitted the Oregon State Library grant for 2024 which gets us \$2005 to spend on summer reading activities. The library tries to fund the rest of the program from a \$2500 gift from the Friends of Scappoose Public Library. Because of the record participation in this year's program though, we spent about \$5,500

on Summer Reading in 2023. Jolene asked what the money was spent on. Jeff said that when each child enrolls, they receive a free book and a bracelet with a charm. Children who complete get a second free book. The books we give away cost anywhere from \$1 to \$3 each and the bracelets with charm cost .75 to .80. We also spend money on the performers and educational visits that are part of the Summer Reading programs. The library also has daily activities for children during summer break, so the supplies for that program also come from the Summer Reading budget.

4.3 Movies in the park 2023

Jeff said Movies in the Park completed another season without any major disasters. We had approximately 200 to 250 attendees per evening. Lisa asked Jeff if he had heard anything about an attendee being threatened on the last night of the movies. Jeff said he had not. Lisa said that she didn't have many details, but she thought that the groups of people in the back were out of control. The board thought about having someone to walk around the area during the movie or having the police (who attend the event and serve food) be a more visible presence in the crowd.

4.4 Teen Intern

Althea has completed her internship and entered her senior year of high school. Jeff said he had turned in the final report and presentation slides to the Oregon State Library. Jeff said that Althea also used the internship for graduation credit from her Clackamas Community College high school program.

4.5 August Board Training

Jeff asked if anyone had received a link to the recorded presentation. No one had. Jeff said he would follow up with Special Districts of Oregon because everyone who attended was supposed to have access to the full recorded program after the event. He also asked the board about September training. Johanna said she was going to attend in Astoria. Jeff asked her to keep mileage records and we would reimburse her for driving. Jeff is going to attend virtually and will make the recording and slides available to the board when they are made available from Special Districts of Oregon.

4.6 Fall Programming

Jeff left to get examples of the Reading Dragon cards. The cards are things children can collect by coming to the library each week. The idea behind the cards is based on the reading charms we gave out as rewards for reading during Summer Reading to get children to regularly come to the library. The library will be having a kickoff party for the program on September 30 where children can receive a three card starter pack. The cards have different dragons on them and come in three different states, egg, baby, and adult. We borrowed this idea and the designs from another library. The cards were printed locally. Jeff said that he was meeting with the director of the Northwest Stem Hub to discuss having STEM programs for young people. The rest of the fall programming activities are listed in the Librarian's Report

4.7 Dedication plaque

Jeff showed the board the new dedication plaque which is laser etched. They all approved. Jeff said he will post it where the old plaque is next week.

5.0 New Business

5.1 Librarian's report

Report attached. Jolene asked how much staff time is spent with the programming listed on the Librarian's Report. Jeff stated that most of the adult groups are self-contained and do not require staffing. The exceptions for adult programs are the walking group, the writing group, and the produce giveaway. The produce giveaway is usually staffed by a volunteer. The library does plan and staff all children's programming though. Jeff noted that the August circulation is a monthly record for the library. The board discussed how attendees came and went during Movies in the Park with parents and small children usually leaving before the movie ended.

Jeff said he was disappointed in the Spanish outreach program hosted in the library by Conejos Hispano. Lisa said she would let Community Action Team know when she is in St Helens. The board discussed the 50 Year Plan meeting. There was discussion about the trees used in town and whether the city had a list of prescribed trees for planting in different areas. Recommendations for parking lot trees and buffers were discussed. Jeff was asked about the status of the Georgia Pacific factory. He said the mayor had told him there was interest in the site, but he had not heard anything definite.

5.2 Reading Dragons project

Covered earlier.

5.3 Library Strategic Plan update

Jeff presented the current library strategic plan with notations on what had been accomplished by the library. The plan dates from early 2021. Jeff reviewed the strategic plan with the board and discussed how the parts of the plan which have been implemented (most of the plan) and what steps still need to be done. Steps in the plan that need to be done are:

1. Provide regular delivery between our partner library St. Helens and Scappoose (2021)
2. Provide public art space for children and community artists (2023)
3. Connect with community social resources to provide services to our neediest patrons. (2022)
 - a. Provide regular programs with local social workers.
 - b. Provide a referral service for local patrons to connect to services
4. Investigate a temporary library card. (2023)
5. Improve physical appearance of the library (2021 – 2025)
 - a. Redo Children's Area mural to make it more appealing while retaining children's library name.
 - b. Remodel library entry to make it more modern and appealing. (2024)
 - c. Reinvent Teen Room for more use by library patrons. (2024)
6. Develop an earthquake preparedness plan.(2022)
7. Provide for the Library's financial stability upon which the community depends on for essential library programs and support.
 - Pursue a 5 year levy (2022)
 - Pursue donations through an annual fundraising campaign. (2024)
8. Provide staff with benefits and health care options to enhance staff retention. (2023)
9. Convert key staff positions to full time positions. (2023)

Jeff discussed the Scappoose Redevelopment area and how that deducts from taxes. In the current fiscal year, it has decreased the library's levy by over \$16,000.

5.4 Election of Vice President for remainder of 2023

The library needs to elect a Vice President to replace departed Vice President Mary Jo Mazzella. Lisa nominated Linda to be Vice President for the remainder of the calendar year. Jolene seconded. Lisa called for a vote. Linda was elected unanimously. Regular elections for President and Vice President are held at the November board meeting.

6.0 Other Business

Jeff presented the board with the Audit report and deficiency letter from the auditor which arrived the day before the meeting. The library received a clean audit from Pauly Rogers. Jeff presented the deficiencies which are the same as in previous years:

- The library uses QuickBooks software which can be changed by anyone with access
- The library does not have enough employees to engage in separation of ordering and receiving duties.

Jeff noted that the library uses a contract bookkeeper/accountant and only she has access to the master QuickBooks file. The board also talked about cheaper options to having a full audit done. Under Oregon Law, the library could use a less stringent procedure called a AUP or Agreed Upon Procedures. The library is spending nearly \$7,000 a year on the annual audit and an AUP may be less cost to the library.

7.0 Future Agenda Suggestions.

The library birthday and celebration of the birthday of the library. The library was founded November 16, 1929.

8.0 Board Comments

9.0 Adjourn.

The meeting was adjourned at 8:10 PM.