



**Scappoose Public Library Board of Directors
Regular Business Meeting
June 26, 2025
Library Meeting Room also broadcast on Zoom
Immediately Following Budget Hearing
Agenda**

1.0 Call to Order and Pledge of Allegiance

Attending were Director Jeff Weiss, Board President Jolene Jonas, Vice President Elaine Nussbaum, Board Members Johanna Myers, Lisa Lewis, and Linda Vermillion. The newly elected board member Lisa Gerardo also attended in a non-voting capacity. The Pledge of Allegiance was stated at the Budget Hearing, so it was not repeated at this meeting.

2.0 Public Input

There was no public input.

3.0 Approval of Minutes: May 15, 2025

Jolene asked if there were corrections or comments on the May minutes. Hearing none, she asked for approval of the May minutes. Johanna made a motion to approve the minutes. seconded by Lisa Lewis. Motion was approved unanimously.

4.0 Consent Agenda

4.1 Secretary-Treasurer's Report

4.2 Presentation of Bills

Jeff said the bills were from our normal business vendors except for the bill for the teen henna event in July. The year to date totals in the May financial report include all encumbrances except for the current bills on the June bill list. There will also be a few more bills to be paid in June like utility bills that are debted directly to the checking account, but the library will be under budget in all accounts for the fiscal year. Lisa made a motion to accept the consent agenda. Linda seconded. Motion passed unanimously.

5.0 Old Business

5.1 Submitted and Approved Grants Progress

The library was awarded a \$5,000 grant from the City of Scappoose to partially fund Movies in the Park. The money will be paid in July. The US Bank donation is still unpaid.

5.2 Discussion of Potential Ballot Measure

The board had decided to hold off the planning of asking for a ten cent levy until the results of the spring ballot measures were final. Both levies passed in the May election, so Jeff asked the board to start planning for a November ballot levy. Jeff asked for board help setting up a committee. Jolene said that the committee should not be just the library board. Jolene said Karen Kessi should be on the committee

as she had been on the local school bond committee. Jolene said she had been treasurer on previous levy attempts so she could be the treasurer. Lisa suggested Shaunna(?) who had also been on the school levy attempt. Linda suggested Joel Haugen. Jeff suggested Tyler Miller. Lisa Gerardo suggested an environmental activist. Jolene asked who would contact the suggestions. She offered to contact Tyler and Karen Kessi. A Facebook post was discussed to recruit. The board decided that a Facebook post was not a good way to do this. Jolene said that we should only recruit people with experience. Putting up a notice in the library was suggested by Lisa. Jeff said that they could do that. There is limited time because the initial notice has to be filed in early August (August 15). Linda suggested Peter McHugh. Jeff asked who would contact potential committee members. Jolene said she could contact Tyler, Karen, and Sonna. Jeff said he would talk to Joel and Pete. Jeff said they need a formal motion to proceed. Lisa made a motion to proceed with the potential ballot measure for the November election. Elaine seconded. Voting yea were Lisa Lewis, Elaine, Jolene, and Linda. Voting nay was Johanna. .

5.3 Scappoose Outdoor Fun Festival recap

The board members discussed not doing the Outdoor Festival again. There are too many activities and too little staffing and volunteers to do three major events in a row. There was discussion about moving the event to fall, but the weather can be poor in late September or October. Jeff said the activities the library can offer at events in city parks are limited by not being able to stake rides into the ground, although the city is allowing staked down rides for a local church group at Veteran's Park.

5.4 Columbia County Reads with Willy Vlautin

Jeff talked about the two author events in September. One is at the Birkenfeld in Clatskanie September 13 at 7 PM. The other is currently scheduled for the Columbia Center on the 20th at 7 PM. The Clatskanie event will be one of his usual events. Jeff has contacted Willy to see if the Columbia Center event can be more of an intimate event where his books are discussed. There will also be a free movie showing of "Lean on Pete" at the Birkenfeld August 17 at 2 PM with free refreshments. The library has 200 copies of Horse to give away.

5.5 Building Perimeter Lighting

Jolene said that even though she had wanted this building improvement, she would like to withdraw her motion to purchase it. She said it was money the library did not need to spend. The actual bid is \$1,200. Elaine made a motion to cancel the project. Linda seconded. Motion passed unanimously.

5.6 Produce Distribution and Food Drive

The library is getting extra produce from the food bank and the library is seeing more need and more people coming to the produce distribution every week. The nonperishable food donations have mostly dried up and Jeff is funding that out of his own personal money. Jeff said he had met with Sean at Grocery Outlet and the library is going to get a cut of the money they collect as part of their food drive this summer. We should end with \$400 per month in product to distribute from the local Grocery Outlet starting in August. Lisa Lewis said that the food bank said the most need is for protein. Linda Vermillion offered to ask the Senior Center board to up the amount of bread we could get from their bread store to a full flat each week. Jeff said that would be appreciated, then he would not need to purchase extra bread to distribute each week. The library had originally been getting 5 or six loaves a week. There was discussion about how the local senior center got their bread to distribute. Elaine asked if she can bring produce from her garden. Jeff said yes.

5.7 Summer Reading

Jeff said as of the 12th day of Summer Reading we had over 560 children signed up. Lisa asked if adults were participating too. They are. Jeff attached a events calendar to his report and the board discussed some of the programs.

6.0 New Business

6.1 Librarian's report

Jeff presented his report. He said the library has a larger than average ending balance because of Cascade Tissues having their 10 year property tax exemption revoked. The library has not heard from Peter Erskine recently about the possible art installation in the library. There will be a creative writing class at the library this summer taught by Ryan Garner, a local teacher. Turnout for the writing class has been low. The board discussed ways to improve the attendance. Jeff said they would do more Facebook promotion of it. The 50 Year Planning Committee did not vote on the proposed final plan. The committee did ask that their rezoning objections be presented to city council along with the final plan. The OHSU Walking Study is complete. The local members who kept up with the exercise had measurable health improvements. Jeff had to write a group biography and submit pictures for the final study report. The library will get a copy of the final report when it is published. Lisa Lewis was reelected to her board seat. Lisa Gerardo was elected to the vacant seat.

6.2 Display Policy

Jeff introduced the proposed Display Policy. He said that the Oregon Library Association had recommended that every library have a display policy modeled on their selection policy. Jeff said this written policy models the library's selection policy. Lisa Lewis asked if there had been complaints this year. Jeff said there had not, but the library needs a display policy so that if there is a complaint, there is a formal procedure for handling it. The policy contains the library mission statement, the purpose of library displays, and bullet points from the collection development about the types of materials that could be displayed. There are four active display areas in the library: the front window, the table next to the elevator, the top of the new book area, and next to the new book area. Jeff said we could do thematic displays upstairs, but it is an unmonitored area. The front window does not change as much as the other displays because it is a staff intensive area to display. Jeff said the library association recommended having an unaccompanied minor policy that restricts children under 18 from entering the library without a guardian. Jeff said that was against the local philosophy, so he put an "in loco parentis" statement into the policy instead.

There was discussion of the Oregon law that declares all public depictions of nudity to be pornographic and exposing a child to that in a public area is a crime in the state. Linda said that the library could do children's cards that are a different color. Jeff said the law pertains to display only. Jeff asked for further questions or comments. There were none. Jolene asked if the board needed to approve the policy. Jeff said they did. Linda made a motion to accept the policy. Elaine seconded. The motion passed unanimously.

6.3 Janitorial Proposal

Jeff passed around the proposal from Cascade Building Services to clean the library twice weekly for \$670. The proposal had been emailed to board members in preparation for tonight's meeting. The proposal is for cleaning the main area of the library and the restrooms, but not the meeting room. Jolene asked if they needed a motion to accept the proposal and start the contract. Jeff said that they probably should. Lisa Lewis made a motion to accept the proposal and start service at \$670 per month. Elaine seconded. The motion passed unanimously.

6.4 Movies in the Park

Jeff said that the licensing agent had not approved Jurassic Park, so there are four movies approved for showing in the park. They are Beetlejuice, Beetlejuice, Gran Turismo, Chicken Run, and Wicked. The library is going to ask about showing Field of Dreams. Three of the bands are booked: The Decades, Sweetwater Band, and Freddy Trujillo. Jolene said we have competition from the Lodge food carts who also are having bands this summer. Jeff said that he thought the library appealed to a different crowd than the food carts.

**6.5 Discuss and adopt budget. Adopt Resolution 79-25 for the 2025-26
budget year and approve permanent tax rate of .2536.**

Jeff said the only budget change he is recommending since the Budget Committee approved the budget is to take \$8,000 from the unappropriated ending fund balance and move it to the cleaning line item. That would pay for the janitor service. That increases the cleaning line from \$2,000 to \$10,000. The original \$2000 in that budget is to pay for cleaning products and paper products. Jeff said he expects at least an additional \$8,000 in carry over from the current budget to the 2025-26 fiscal year over the April estimate. The board examined their budget packets to see the changes. Elaine asked if there had been money budgeted for the ballot measure. Jeff said that the budget committee had approved \$12,000 for the measure. Jeff said even though the library breaks down the budget into line items, Oregon only considers the library to have a general fund broken into three categories: facility, personnel, and materials & services. The library cannot overspend the total of these three funds. Jolene asked if there was any more discussion on the budget. There was none. Linda made a motion to take \$8,000 from the unappropriated ending fund balance and place the money into the Materials & Services budget for cleaning. Elaine seconded. The motion passed unanimously.

The board considered Resolution 79-25 for the 2025-26 budget year. Jolene read the full resolution. Jolene made a motion to accept the budget resolution. Elaine seconded. The motion passed unanimously. Jolene signed the resolution as president.

7.0 Other Business

Linda was presented with a certificate of appreciation from the board upon her retirement from the board. She said she would talk to the board about increasing the library's bread allotment and using the Senior Center for the September Willy Vlautin program.

8.0 Future Agenda Suggestions

9.0 Board Comments

10.0 Adjourn

The meeting was adjourned at 7:48 PM.