



**Scappoose Public Library Board of Directors  
Regular Business Meeting  
October 16, 2025  
Library Meeting Room also broadcast on Zoom  
7 PM  
Minutes**

**1.0 Call to Order and Pledge of Allegiance**

Attending were President Jolene Jonas, Vice President Elaine Nussbaum, Board Members Lisa Lewis and Johanna Myers, and Director Jeff Weiss. Liza Gerardo was absent. The meeting was called to order at 7:00 PM. Jolene led the group in the Pledge of Allegiance.

**2.0 Public Input**

There was no public input or attendance at the meeting.

**3.0 Approval of Minutes: September 18, 2025**

Jeff asked if there were any corrections to the minutes. There were no corrections. Jolene asked for a motion to approve the minutes. Made the motion. Elaine seconded. Motion passed unanimously.

**4.0 Consent Agenda**

**4.1 Secretary-Treasurer's Report**

Jeff said that he did not have a financial report as Robin had been sick all week. Jeff said he should have the report next week and would send it to the board as soon as he received it. Jeff said at the end of September the library had \$

**4.2 Presentation of Bills**

Jeff said the Visa bill and check were inaccurate because Inroads did not post the Visa statement until the day of board meeting and the spreadsheet printout he got from them earlier this week had duplicate charges on it which he did not catch before sending the spreadsheet to All About Numbers for payment. He said he would need to get a replacement check generated that reflects the bill from the Visa statement and he would need to get the check signed in the next week. Jeff also said that he accidentally made a personal purchase on the library's Walmart account and presented the board with a personal check for \$59.94 to reimburse the library for that purchase of vitamins. Jeff noted that the check to Olsen LLC was for our annual backflow tests. Jolene asked for a motion to approve the consent agenda excluding September Financials and the Inroads Visa bill. Lisa made the motion. Elaine seconded the motion. Motion passed unanimously.

**5.0 Old Business**

**5.1 Submitted and Approved Grants Progress**

Jeff said that the \$1,000 sponsorship of Movies in the Park by US Bank was still outstanding. Swank has committed to mailing us a refund check for \$500 by the end of October. US Bank is supposedly getting a check issued.

**5.2 Discussion of Potential Ballot Measure**

Jolene reported that the Citizen's Committee met and recommended to go forward with the measure even though the economy looks shaky. They do not plan on forming a PAC and are going to meet with the Friends of Scappoose Library at their November board meeting to ask them to fund the ballot measure

and have one of their members join the Citizen's Committee and perform advocacy for the library. The committee has set up a preliminary calendar for the measure. Lisa reported on the calendar discussion that there was strategy discussed about when to send mailings since income tax is due on April 15 and the committee did not think sending out information about the ballot measure at tax time was wise. The committee thought that sending out information after April 15 and having public informational meetings after April 15 was the wisest course of action. The committee also thought the library should have a booth about the measure at Earth Day and the Annual Town Meeting. There would also be information posted in the city newsletter. The group thought that endorsements by the school board and city council were necessary. Elaine asked about the city newsletter. Jeff said that the newsletter is sent out with the monthly water bill. He said Joel Haugen thought we needed permission from city council to put information in the newsletter, but Jeff does not think that is the case.

Jolene said she had gotten postal costs from the Post Office of \$.61 for small post cards and \$.78 for large post cards. They said there was no bulk rate. Lisa said that her parade committee sent information at a lower bulk rate every year and that their printer takes care of that for them with a 200 piece minimum. Jolene said she would check with the printers we are getting bids from about their ability to send bulk rate. Jolene said she had run a report of registered voters for our service area, but it included duplicate voters residing in the same household and voters who are outside of our service area. She said she anticipates each mailing would be about 5,000 pieces. The committee decided to do one informational mailing paid for by the library and at least one advocacy mailing created by and paid for by the Friends of Scappoose Library, if they agree at their meeting. There was debate about the number of voters in the district. Jeff said that the library should plan on spending at least \$3,000 on an informational mailer mailing one per household. Jolene said if the Friends refuse to sponsor we would need to form a PAC. The committee is working on language for the ballot measure that conforms to state law. We will need to have a lawyer look at the language and a tax person look too in order to make sure the language is accurate and legal. Jolene said that she has been talking with Sheriff Pixley and his wife about strategy. Jeff said that Washington County libraries have a ballot measure this November and he would bring their ballot language to the committee. 45% of the county library budget comes from a renewal levy.

### **5.3 Columbia County Reads with Willy Vlautin final**

Jeff reported that all the events with author Willy Vlautin were completed in September and he has completed grant reporting for the project. A total of 99 adults attended the events. Jeff said he was disappointed with the turnout. He contacted Oregon Humanities and they didn't really have any different promotional ideas to offer and were not disappointed with our results.

### **5.4 Strategic Plan Review and Planning**

This was skipped down to item 5.6.

### **5.5 Sprinkler Repair**

Jeff discovered that the sole bidder on the repair had damaged something in the system which caused a slow leak. Jeff said he repaired it the night before he went on vacation to stop the slow leak which had been going on for a while, resulting in a couple of hundred dollars in excess water bills. Jeff said he has been trying L & K Landscaping to perform the repair, but the owner has missed an appointment at the library. Jolene noted that the board had approved up to \$1,000 for the repair. Jeff said that he will continue to try to contact L & K in the next week.

### **5.6 Customer Survey Questions from Liza**

The board reviewed Liza's proposed customer survey questions. Jolene thought the questions were repetitive and could be condensed into headings we wanted to cover. Lisa asked if staff had input to the questions. Johanna asked if the questions would be given out for people to fill out. Jeff said that once the board came to a consensus on questions to be asked, the survey would be available online for people. Jeff said that the last survey had paper forms that people could fill out in the library, but then staff would enter them into the online form for statistical purposes. Elaine asked if this was through Facebook. Jeff said it was done with a link to a google form. That way the survey could be promoted through multiple platforms. There was general discussion about formatting. There was general consensus that the survey questions should be condensed into topical sections. Jeff said that staff planned on collection emails from

survey respondents and having a gift card giveaway as a way to encourage responses, especially from people who don't use the library. Jolene asked if there were specific changes the library made in response to the last survey. Jeff said that there were, but he could not think of specific examples. Jeff said he could meet with Liza to go over the board recommended changes to the form. Lisa asked if there had been interest in computer classes. Jeff said there are occasional inquiries, but he did not know if there were staff that have the skills to teach those classes. Jeff said the library had just hired a new part time employee who just graduated and has some substantial computer skills. Lisa wanted to know if the library is working more with the Senior Center which was a goal on the current strategic plan. Jeff said the library had been working more closely with the center because their new management is more open to collaborating with the library. We had one of the Willy Vlautin events there and the Kids Market is there on November 15. There was a question about working with the local assisted living facility. Jeff said that we had a relationship with them in the past, but there has been staff turnover there in the past year and we no longer have a connection with them.

Jeff asked how the board wanted to proceed with the questions. Jolene asked if they needed to make a decision that month. Jeff said it depended on when the board wanted to launch the survey. Jeff said he thought launching the survey during the holidays would depress replies. Lisa said she also thought that people were generally exhausted immediately after the holidays. Jolene suggested that the survey launch in February and asked how long the survey should be available. Jeff said he thought it was posted for three weeks the last time. Lisa said that the survey could bring up things customers want that we could use in the bond measure. Jeff said he would get with Liza about redrafting the questions and we could revisit them in November.

## **6.0 New Business**

### **6.1 Librarian's report**

Jeff presented and reviewed his report. The Audit has been completed although Jeff has not seen a draft audit. There are two new findings in addition to the spring findings. One was that the city sponsorship check for city events was miscoded by All About Numbers as property tax income instead of sponsorships. The auditor also recommended that the library write an IT policy. Jeff said that he has not had time to research this policy. We do have an IT policy for staff use of the system in our employee manual, but what the auditors want is more technical. Jeff said that he would need to reach out to other agencies to see what they have as an IT policy. Jeff said that the other policy the library has to have is an Oregon Paid Leave policy which is required by Special Districts of Oregon. Jeff said he had a sample policy from HR Answers and he would write a policy based around that for the next board meeting. Jeff said over the next year, the board would need to create a new employee handbook to comply with new Oregon laws. Jeff noted that the county libraries gave away 205 copies of The Horse as part of the Columbia County Reads project.

There was discussion about cuts to the local food bank and how that would affect the food giveaways in the library. Jolene said that the federal government has stopped all shipments to the Columbia Pacific Food Bank. Johanna asked if staff were paid at the food bank. Jolene, who is on the board there, said that the food bank has 3 paid staff: one person for operations, one person for marketing and fundraising, and the director. Everyone else is volunteering. Lisa asked if the library has a local connection for people who donate produce from their gardens. Jeff said that we do get donations from local gardens, but it is uncoordinated and we are at the end of growing season. The library does accept all food donations. The Local Author Festival that the library hosted last weekend was very successful with 12 authors participating. Lisa asked if St. Helens was also having a festival. Jeff looked and St Helens was creating a special collection of local authors with a festival in February 2026. Jolene asked if Peter Erskine was still planning on doing an art installation in the library. Jeff said he had not heard from his staff all summer and would reach out again. His inquiry last month was not answered by Mr. Erskine

### **6.2 Windows Upgrade – Replacing Staff Computers**

The current staff computers are too old to run Windows 11 according to our IT contractor and Windows 10 is at the end of support. The public computers can be upgraded, but the staff computers cannot. The current staff computers are 10 years old, but they did have a memory upgrade in the past 4 years. Jeff presented a bid from System Alternatives to replace the 5 staff computers. This replacement was not planned for, so money would need to come from elsewhere in the budget for it. Jeff said there was an

option to purchase extended Windows 10 support from Microsoft for one year. For \$30 per year, the library could get security patches for a year before support ends. The bid from System Alternatives is \$4,500 for the 5 machines. Jeff said that he went to the Lenovo professional website and even with our discount, the computers as specified in the bid with extra memory cost over \$700 with our discount and running Windows 11 home. The computers on the bid are \$900 installed and set up on the network with Windows 11 pro. Lisa asked if there was money in the budget to pay for new machines. Jeff said there was not in the computer budget, but there may be in the elections budget because we may have fewer expenses there. We budgeted \$12,000 for that and have spent about \$1900 on the 2025 May election because the county sent the bill too late to pay from the 2024 budget. If our further election expenses are around \$5,000, we could move money from there. We could also possibly pay it from capital improvements where we have \$8,000 budgeted. Jolene said we had planned on using that money for roof cleaning. Lisa asked if we would need to have a budget hearing if we moved money from one part of the general fund to another part of the general fund. Jeff said that we wouldn't because the state considers the general fund to be a single fund. Jeff said that we can also move a few thousand dollars from contingency to the general fund by a board motion if we need to without a special budget hearing. Lisa said she thought we should go ahead and purchase new computers because we don't know how prices may jump in the next year. The board concurred. Jolene asked for a motion to approve the purchase. Lisa made a motion to approve the bid for new computers up to a limit of \$5,000. Jolene seconded. Motion passed unanimously.

#### **7.0 Other Business**

November is the month for Library Board officer elections.

#### **8.0 Future Agenda Suggestions**

#### **9.0 Board Comments**

#### **10.0 Adjourn**

The meeting was adjourned at 7:54 PM.