



**Scappoose Public Library Board of Directors
Regular Business Meeting
November 20, 2025
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 President Jolene Jonas, Board Members Liza Gerardo, Elaine Nussbaum, Johanna Myers and Library Director Jeff Weiss. Lisa Lews was absent. Jolene led the group in the Pledge of Allegiance.

2.0 Public Input

There was no public attendance or input

3.0 Approval of Minutes: October 16, 2025

Jolene asked if there were corrections to the minutes. There were none. She asked for a motion to approve the minutes. Elaine made the motion. Johanna seconded. Motion passed unanimously.

4.0 Consent Agenda

4.1 Secretary-Treasurer's Report

Because September financials were not available last month, Jeff presented two financial reports this month for September and October. The library ended October with about \$225,000 in reserves. November began tax collections, and the library has received nearly \$90,000 since the end of October. About \$300,000 remains to be collected. The bulk of tax collection happens before the end of December because taxpayers want to get the 3% discount.

4.2 Presentation of Bills

Jeff noted that there were several one-time large bills this month. The library paid for new staff computers because the existing staff computers would not run Windows 11. The library is also paying its annual fees and licenses for the TLC library catalog and circulation system hosted in West Virginia. Jeff said the library's main book and DVD distributor Baker & Taylor went suddenly bankrupt. The library is in the process of converting to Ingram and Amazon for sources. Liza expressed that she didn't think the library should be using Amazon. Jeff said that Amazon is giving us a 50% discount on most new books when the 5% American Express discount is added. We receive about a 28% discount from Ingram. Liza asked about buying books from the new bookstore in St Helens. Jeff said the library could do that, but would be paying retail for books, so we would have about 1/3 less purchasing. There is one other remaining library distributor, Brodart. Jeff said he has not contacted them about negotiating purchase agreements. Jeff said he has not received an insurance estimate for 2026, but our agent has told us to expect a 10% to 25% increase. The policy is expected to add cyber security coverage and sexual harassment coverage to policies in 2026. Liza asked what we purchased on Ebay. Jeff said we purchase primarily used books on Ebay and repair parts for the library fixtures because many of the library fixtures are no longer made. Jolene asked if we were still having access issues for the online statements for the Inroads Visa card. Jeff said this is not resolved, but the library has switched nearly every vendor to the American Express card except for those who don't accept American Express. Liza asked why we paid charges to Facebook. Jeff said those were for Facebook event advertisements for the Willy Vlautin programs in September. The library had four events and individual advertisements for each event.

5.0 Old Business

5.1 Submitted and Approved Grants Progress

Jeff said that US Bank still has not paid their sponsorship for Movies in the Park and he does not expect them to. Swank refunded the library's \$500 movie rental payment for the movie that was rained out. Jeff is planning on applying for a \$1,000 grant for Movies in the Park from the Columbia County Cultural Coalition. The Coalition does not sponsor an ongoing event every year, but the library did not apply in 2024. Liza said there had been interest in showing the Librarians documentary. Jeff said that Emily had been investigating that possibility and is contacting the producers to try to get a free showing in Scappoose.

5.2 Discussion of Potential Ballot Measure

Jeff reviewed the presentation the committee made to the Friends of Scappoose Library. The Friends have agreed to be our fiscal sponsors. Jolene said the Friends were excited to help and were willing to pay expenses associated with the ballot measure. Tina from the Friends has joined the committee and will be attending the next committee meeting. There is also a meeting with a lawyer scheduled in December for the lawyer to look over the ballot language. Jeff said he would like the language to be more positive. Jolene said that the committee could discuss that at the next meeting. Liza asked about opening up the committee to more members because of the workload that is coming. Jolene said that she wanted the plan and language to be finalized before recruiting more committee members. Liza said that the School Bond Committee has put a call out for more members and gained several applicants. Jeff asked if the School Board did this or their committee as a separate organization. Liza thought it was either in the school newsletter or Facebook. The school uses an application because of the number of applicants. Jolene said that the language of the ballot needs to be finalized and lawyer vetted before adding members because once the language is vetted, it cannot be changed without restarting the vetting process. There was a lot of discussion about how and when to add community members to help with the ballot. Jeff asked if the board would want to put something out now to recruit. Liza said that she thought the committee should have a discussion with the Friends to see if they would be willing to recruit. If we want to ask people to help, where should that ask come from? Jolene said that is something we would work on in December after the lawyer looked at the ballot language. Liza asked if the Friends met in December. Jeff said they usually skip but they would be working in the basement during December. Liza asked Jeff to ask the Friends if they would be comfortable leading the recruitment process. Liza asked about the document in the board packet. Jeff said that was the document presented to the Friends to gain their support.

5.3 Strategic Plan Review and Planning/Customer Survey questionnaire

Liza presented an updated survey questionnaire in print for people to fill out in the library. We would still use the google forms version for online surveying. The paper form would be for people who do not want to fill out the form online. The forms are anonymous, but if the person wants to enter the raffle, we need a contact for them to do that. The Friends did donate a Fred Meyer \$100 gift card. Liza edited the questions and form based on the first round of staff feedback. Liza would like to have a second round of edits and then put out a pilot round of surveys to get feedback from the public and launch the community wide survey in January. Jolene said she thought there should be an n/a column with services for people who don't use a specific service. The board agreed that "programming" should be changed to "programs." Johanna asked how the public would access the online survey. Liza said she would create a QR code to link people to the survey and we could publicize the QR code on the website and library Facebook.

The board looked at the online form and filled it out. Liza asked if we should ask about raising the levy on the survey. The board liked the way the online survey looked and performed. Liza asked if there are any more edits to please submit them in a week.

5.4 Sprinkler Repair

J&K Landscape has not been returning calls, so we are back to square one.

5.5 Computer Upgrades

The staff computers have been installed and upgraded. The new computers are about the size of a portable CD player. They are all solid state, so there are no moving parts or rotating disc drives. We are upgrading the public computers one at a time in case there are unanticipated issues. The software installed on the public computers seems to be unaffected by the Windows 11 upgrades.

6.0 New Business

6.1 Librarian's report

Jeff reported that the library is trying new adult programs with a Dungeons and Dragons for beginners program and a chess club for adults. The library is going to show How the Grinch Stole Christmas along with crafts as an activity in association with Whoville. Jeff reported that the Kids Market was a huge success and the children vendors had been invited to participate in the Christmas market too. The library will also be hosting the park lighting on November 30 from 6 – 8 PM in Heritage Park. Jeff reported that physical circulation is down by about the same amount as digital circulation is up. He also revised last month's digital circulation because the report he ran on October circulation was for audiobooks only. Demand for the Wednesday food distribution has increased by a lot since this summer. Lisa asked if there was a list available of all the sites in the county that distribute food. Jeff said that we did not have one and he didn't know if there was one for Columbia County.

Liza asked how many licenses were available for digital version of the current OBOB books. Jeff said he didn't know because we pay a subscription fee and are not part of the governing committee, so we don't make content decisions for Libby. Jeff said the library could probably afford to purchase at least the younger kids books digitally. The library owns 4 copies each of the physical grade school books. 2 copies of the middle school books, and one copy of the high school books.

6.2 Paid Leave Oregon Policy

Jolene asked if we needed to approve this policy tonight. Jeff said that we had to approve a policy by the end of December to get a 4% discount on 2026 insurance. The board could do a first read tonight and final approval in December. The policy presented is from a model policy from HR Answers. Liza asked about who HR Answers is and whether we should delay to get policies from Oregon companies. Jeff said HR Answers is a human resources consulting firm located in Oregon. The Special Districts Association has a contract with HR Answers to provide consulting services and policy to members. Liza asked if there had been staff feedback on the policy. Jeff said they discussed it at the November staff meeting. He said that with HR Answers sample policies he does minimal changing because HR Answers has legally vetted their sample policies to make sure they comply with applicable law. The only thing he changes are procedural items so they comply with library procedures. On this policy, the only things that have been changed are what paperwork to file with the library (the Oregon state application for leave from Frances) and who to file it with (the director). The wording covering job restoration upon return to work was changed slightly too. Jeff said there were two new laws passed that affect the policy. One lets employees take personal time instead of Paid Leave Oregon and the other allows employees to initiate a grievance procedure. Jolene asked for a motion to approve. Liza made the motion. Elaine seconded. Motion passed unanimously.

6.3 Election of Officers

Nominations were opened for board officers. Lisa Lewis was nominated for president by Liza. Johanna Myers was nominated for Vice President by Liza. Elaine seconded both. Both were elected unanimously.

7.0 Other Business

The board discussed cancelling the December meeting. It was decided to continue with the December board meeting on December 18.

8.0 Future Agenda Suggestions

9.0 Board Comments

The meeting was adjourned at 7:57 PM.