



**Scappoose Public Library Board of Directors  
Regular Business Meeting  
July 17, 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 8:02 PM. President Jolene Jonas, Vice President Elaine Nussbaum, Board Member Johanna Myers, Board Member Elect Elizabeth Gerardo, and Director Jeff Weiss were attending. Lisa Lewis was absent. Jolene led the group in the Pledge of Allegiance.

**2.0 Public Input**

There was no public input.

**3.0 Approval of Minutes: June 26, 2025**

Jolene asked if there were revisions to the minutes from May. There were none. There was one correction to the Librarian's Report which was that Joel Haugen had attended the Ballot Committee meeting, not Pete McHugh. Jolene asked for a motion to accept the minutes from the June 26 budget hearing and board meeting. Johanna made the motion. Elaine seconded. Motion passed unanimously.

**4.0 Consent Agenda**

**4.1 Secretary-Treasurer's Report**

Jeff reviewed the year end financials on the June Financial Report which had just been distributed to the board the day of the board meeting. The library did nearly hit the cash on hand estimates presented last month with about \$347,000 for the 2024-25 budget year. Materials and Services and Personnel budgets came in under their budgeted amounts. New PERS rates and salaries went into effect July 1. PERS is raised up to 24.24% for the library contribution in addition to the 6.2% staff pay. Liza asked why the grants income line was over budgeted this past year. Jeff said he tries to set minimum amounts based on previous years for grants. He looked at the year-end figures and said it looks like the event sponsorships got logged into accounting as donations, not grants. Jolene asked if there was a way to correct it for the past year. Jeff said he didn't know and that maybe sponsorships should be classed as donations instead of grants. Jeff said he would investigate and get back to the board but he would need to follow the categories on our approved and filed LB-20 for the current fiscal year.

**4.2 Presentation of Bills**

Jolene asked for a motion to approve the Consent Agenda. Johanna made the motion. Elaine seconded. Motion passed unanimously.

**5.0 Old Business**

**5.1 Submitted and Approved Grants Progress**

Jeff said there were still outstanding donation and grant commitments from the City of Scappoose in the amount of \$5,000 and from US Bank in the amount of \$1,000.

**5.2 Discussion of Potential Ballot Measure**

Jeff asked Jolene to lead this discussion. Jolene said the Citizen's Committee had met once and discussed the timing of the ballot measure. The committee thought there was not enough time to get the

measure on the ballot and gain public support and recommended moving it to May 2026. Jeff reviewed what the library could legally do and pay for in regards to the measure. The library could pay normal election expenses to the county and for insertion of the measure into a voter's pamphlet if one is printed. The library cannot pay for any advocacy. Advocacy must be done either by private individuals or by a PAC. The library can only provide factual information about the measure and what the money would be spent on. Liza said she thought forming a PAC in time for the November election would not be possible.

Jeff presented the informational flyer from the May 2025 election that Stayton Public Library used. Stayton Public Library serves a population similar to Scappoose in size and gets nearly its entire budget from continuing 5 year levies. Jeff discussed their levy experience with the Stayton librarian. She said that they did not form a PAC, but asked concerned citizens to pay for their own advocacy, so local citizens created their own advocacy for the library. Liza asked about the election results. Jeff said the measure passed by about 1.5% Jeff said that this year's levy for Stayton was a 16 cent (40%) increase over their last levy and they did not put that increase in their factual flyer nor did citizens put it in their advocacy.

There was discussion about whether the school district is planning a construction bond for this spring and how that could affect the library. Jolene recommended that we have citizens pay for their own advocacy for the levy. Liza asked if she could send interested citizens to Jeff. Jeff said yes. Jeff said that the SDAO lawyer would be contacting him next week to answer any questions from the board or the citizen's committee. Jolene asked for a motion to move the ballot measure to May. Elaine made the motion. Liza seconded. The motion passed unanimously. There was discussion about the size of the citizen's committee. Suggestions were made for people to add to the committee, but generally the board thought it was best to keep the committee small while they work through the procedural issues with getting the ballot measure in motion. Jolene said the Columbia County Clerk advised that writing the title to the measure was critical as was the text of the measure. Liza asked to be added to the citizen's committee and she said she thought she could get a couple of more people for the committee. Jeff said he was concerned about the committee doing advocacy when we don't know what the laws are that govern that nor do we have a written measure. The timeline for the May election was reviewed. Jolene thought the school district might consider helping get the informational document out to the community.

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

Jeff presented publicity for the first two preliminary events for Columbia County Reads with Willy Vlautin. The first events are a history of Oregon fish canneries and their effects on the working public and a free showing of the movie based on Willy's novel "Lean on Pete." Jeff is still waiting on confirmation from the Senior Center for one of the author events. The center's board should approve it within 2 weeks. Jeff talked about the history of the canneries program presented by the Columbia River Maritime Museum. Elaine said that Deep River is an excellent novel about this same topic.

### **5.4 Janitorial**

Cascade Building Services started janitorial services the second week of July. So far they are doing a good job.

### **5.5 Movies in the Park**

Jeff said there were finally bands booked for every night so he has sent publicity out to be printed and an article for the Spotlight. All of the entertainment is local to our area. Jeff said he had to buy a new PA amplifier because one channel of the old amplifier is not working. The board asked about competition with the Lodge food carts who are putting on concerts on some of the same nights as Movies in the Park. Jeff said we really appeal to a different audience, so he is not concerned about them.

### **5.6 Summer Reading**

Jeff said that we have nearly 700 kids signed up for Summer Reading and the library has circulated about 5000 books so far in July.

## **6.0 New Business**

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

Jeff presented his report. There was some discussion about the cost of the ballot measure and what it would pay for. Jeff said he had planned it for 2/3rds personnel and 1/3 enhanced library services. The library budget has been submitted to the county clerk and assessor and we are in the reconsideration period which ends on July 27. Ebook circulation has been going up at about a 25% rate over the past few months. Ryan Garner is leading a creative writing class for children on Thursday afternoons at the library. Jeff asked the board to donate supplies if possible for activities we will be having for the local home schoolers this fall. Jeff said there was a typo in the LB-1 form that was printed in the paper where the fiscal year date for the "approved budget" was incorrect. All the figures for each column were correct though and the typo was corrected before the forms were posted to social media and the library website.

### **6.2 New Library Board Members Oath of Office**

Elizabeth "Liza" Gerardo read and agreed to the oath of office required of all board members. Jeff said that he does not know if Special Districts of Oregon will be offering board training remotely this year, but would check and let Liza know if they do

### **6.3 Motions to add Liza Gerardo to Library Accounts**

Jeff introduced motions to add Liza to the library checking account and remove Linda Vermillion from the accounts. Elaine made a motion to add Liza to the checking account and remove Linda. Johanna seconded. The motion passed unanimously. Jeff said that after he files the paperwork with Inroads Credit Union, Liza will need to go there to sign documents. Jeff asked if Liza wanted to be on the email notifications from the treasury accounts or Inroads. She said that she did not. The electronic notifications are for any deposits, transfers, or withdrawals of \$100 or more.

### **6.4 Motions to remove Linda Vermillion from Library Accounts**

Noted above.

## **7.0 Other Business**

### **8.0 Future Agenda Suggestions**

Jeff noted that the current Strategic Plan ends in December, so the library will need to develop a new one. Five years ago, the library used a process where staff came up with goals to pursue and presented those with action steps to the board. The board could then add or remove goals and action steps and approve the final plan. Jeff said that he would send the current strategic plan to the board. Liza asked if there had been extra board meetings to write the current plan. Jeff said that they had done it with several longer board meetings, but the process took longer than he had anticipated. Jeff said he would prefer not to schedule additional meetings because it requires all board members to come in on another day, but we could do it that way.

## **9.0 Board Comments**

## **10.0 Adjourn**

The meeting was adjourned at 7:43