



**Scappoose Public Library Board of Directors
Regular Business Meeting
August 21, 2025
Library Meeting Room also broadcast on Zoom
7 PM
Minutes**

1.0 Call to Order and Pledge of Allegiance

The library board meeting was called to order at 7:01 PM by President Jolene Jonas. Attending were Jolene, Vice-President Elaine Nussbaum, and board member Liza Gerardo, Lisa Lewis, Johanna Myers, and Director Jeff Weiss. Jolene led the group in the Pledge of Allegiance.

2.0 Public Input

There was no public input.

3.0 Approval of Minutes: July 17, 2025

Jolene asked the board if everyone had read the minutes from the August meeting and if there were corrections to the minutes. Lisa noted one misspelling in the minutes. Jolene asked for a motion to approve the minutes with that correction. Lisa made a motion to accept the minutes. Elaine seconded. Motion to accept the minutes passed unanimously,

4.0 Consent Agenda

4.1 Secretary-Treasurer's Report

Jeff said that he has found a possible error in the July financials because the \$5000 city sponsorship of Movies in the Park is not included in the deposits. The board opted to not approve the financials pending the director's review.

4.2 Presentation of Bills

Jeff said in the bills, we are paying the performers for Movies in the Park and the library had to buy new amplification for the events because the system we had been using for the past several years lost a channel and is not repairable. Cost of the new amplification system purchased from Amazon is about \$760. Jeff stated that he thought the library would have around \$200,000 or so in cash in our treasury accounts at the end of October. In 2024, we had about \$125,000 in our treasury accounts at the end of October. Liza asked how tax revenue is distributed from the county to the library. Jeff said the taxes are distributed monthly except in November and December when there are multiple distributions each month. Jeff said that most people and banks pay their property taxes by the November deadline to avoid the 3% fee for paying in installments. Jolene asked if there were any more questions about the bills. There were none. Jeff said he had completed the paperwork to remove Linda Vermillion from the bank accounts and add Liza Gerardo. The bank will send DocuSign documents to board members confirming these changes that the board member will need to complete. Then Jeff and Liza need to go to the bank together to complete the process of adding her to the accounts. There was discussion about the Inroads credit card and the technology problems they are having with their new processor.

The board discussed Columbia County Reads with Willy Vlautin which had just launched. Jeff said the library had given away 30 copies of The Horse so far. We sent 30 copies to St Helen's library and 20 copies each to Columbia City Library, Vernonia Library, Rainier Library and Clatskanie Library. All of this was paid from the Oregon Humanities grant. The library purchased 200 books for \$1200. There was an article on the events in the Spotlight last Friday and it will be in the Stranger's fall arts guide..

Lisa made a motion to approve bills, Johanna seconded. Motion passed unanimously.

5.0 Old Business

5.1 Submitted and Approved Grants Progress

Jeff said there are no outstanding grants or sponsorships except the payment of US Bank's sponsorship of Movies in the Park.

5.2 Discussion of Potential Ballot Measure

Jolene said at the last Citizen's Committee meeting, the committee decided to have the measure as a 5 year levy because the measure would not involve construction or renovation costs. The committee does not anticipate a PAC. Jolene said Jeff had given each of the committee a copy of the Restrictions on Public Advocacy by Public Employees manual produced by the Oregon Secretary of State. Jeff clarified some basic state rules. Jeff as library director cannot advocate for any issue affecting the library. Library staff can advocate if they are off the job and doing it as a volunteer. There is no restriction on political advocacy for members of an elected board. Elaine asked if the board could recruit citizens to advocate for the library levy. Jolene said that there was no restrictions on the number of citizens who could be on the committee. The only restriction on the Citizen's Committee is that only two board members may attend any meeting of the committee. If the Citizen's Committee has a quorum of board member, it is defined as a public meeting and has to be legally noticed as such in advance of the meeting. Elaine had contacts with a family who wants to help and she will contact them. Lisa asked if the Scappoose School District was going to attempt a construction bond this spring. Jolene said that she had been told the school was not. They are planning for another attempt in the future and are working out details. They will possibly have one in the Fall. Jolene said that she is the treasurer for the school PAC and she has not been asked to reopen their account yet.

Lisa asked about when we have to have the measure filed with the county. Jolene said it is the same dates as someone running for office – the end of February 2026. The committee is moving forward with ballot language and is approaching people who could be ambassadors for the library. Liza asked how outreach to the Friends of Scappoose Library went. Jeff said that they are planning a board meeting for October and we will need to make a presentation then.

Jeff passed out maps of the library district for the board's information. The district was formed in 1989 and has remained unchanged. The district goes outside of the city of Scappoose limits especially to the northern limits. Jeff was asked what the different outlines designated within our taxing district. Jeff said each line was the boundary of a different group of taxes levied. There are several different combinations even within the city limits of Scappoose. The southern boundary is generally the Multnomah county line. There was some discussion about what roads are the northern boundaries. Any advocacy or informational mailings would need to be limited to the boundaries of the district. The next committee will be September 3. Liza asked who would approve the final ballot language. Jolene said that once the committee was comfortable with the language, she would send it to a couple of out of town lawyers who are experts in ballot language for review and the final language would be reviewed by the library board. An early draft of the language is in the board packet. Liza said that we need to have a counter argument ready for people who ask about why the population growth is not enough to support library services even though the library has never raised taxes. Jeff said that the library is consistently in the bottom 10% - 15% of per capita income for the state of Oregon and the only real increases we have seen come from sponsorships or grants from local businesses and the city.

5.3 Columbia County Reads with Willy Vlautin

This was discussed in a previous section. Board members got an event poster in their packet. The historical event with the Columbia River Maritime Museum was discussed.

5.4 Movies in the Park

The first two showings have happened. Attendance is similar to previous years. Last week's showing was cancelled due to rain and we have moved the film "The Wild Robot" to this week in place of Field of Dreams. Record heat is expected. Jeff has talked to Fred Meyer and they are going to donate ice and water to keep everyone hydrated. The bottle filling station that the library bought for the park is also fully operational. We have publicized that no activities will start this Friday until 7 PM. We had been starting

food and some activities early because people start showing up at 5 PM, but it is too hot to expect the police to cook food and the band to play in peak heat. Band sets are going to be shortened. Jeff asked for help tearing down the event as his normal helpers will be leaving early. We will be raffling robotics kits for children. The final movie of the season is Wicked. We will have a costume contest for thematic prizes and serve thematic cake donated by Fred Meyer.

5.5 Summer Reading

Summer Reading ends at the end of August. Preliminary figures show that we have more school age (below age 13) children completing all reading activities than ever before. To complete all activities, children had to read 20 minutes a day for 40 days. They could get bonuses for reading an additional 20 days. The final big event was last Saturday with Pyxis the Unicorn (actually a pony in makeup).

6.0 New Business

6.1 Librarian's report

Jeff presented his report (attached). There was discussion around the new janitorial service. The Cascades group is inconsistent with following the written scope of work. Jeff said that he is working with the manager to get them up to spec. Lisa asked if they were local. Jeff said the management are local because Cascades bought the local janitorial company. Jeff said that he had one contractor bid on fixing the sprinkler system. The bid from Terra Dura was \$770 for the repair and another \$330 for adjusting the system. Jeff said he thought that was high and asked the board if they knew of anyone local who could do the work. Jeff said there were no local certified contractors that he could find. There was discussion about just going ahead with the single bid. Lisa asked about local plumbing companies. Jeff said none are certified in irrigation repair. Lisa asked if we should make a motion to proceed with the single bid. Jeff suggested waiting another month to see if he could find another contractor to bid.

Inroads Credit Union is still having technology problems. Jeff said with their July technology upgrade, he is unable to see transactions or statements for our Visa card. Jeff has approached the two other credit unions about switching accounts. On Point does not lend money to or issue credit cards to government. Wauna can probably issue us a credit card. Jolene asked if we had approached Chase. Jeff said he had not. Jeff said Inroads has promised to fix the problem but there is no progress. Lisa asked if the tellers could see the transactions. Jeff said they could and he has had them run transaction reports for him, but he cannot go there every day for reports. Jeff wonders if the problem could be a set up problem. Lisa asked if we are in the gathering information stage. Jeff said he is trying to switch over to the American Express card for purchases. He thinks he has transferred all utility payments to direct checking draws. Jeff said he thought we should still have a local visa card because AMEX is not accepted at all places and he thinks it is good to have a card issued through a local bank where you can talk to someone in person. After discussion, it was decided that Jeff should find what options are available from commercial banks for a new visa card

6.2 Strategic Plan Review and Planning

Jeff included copies of the current library strategic plan in the board packet. Actions highlighted in yellow are completed. Jeff asked the board to have some suggestions of things they would like to see in the next strategic plan at the next board meeting. Jeff asked if the board would like him to explain the action steps in the plan. Jolene said she would prefer to study it at home and come prepared for the next meeting. Liza asked some questions. She asked how the library obtained customer input for the current plan. Jeff said the library did a social media survey (we also had blank surveys in the library for customers to fill out). She asked if we had a budget to hire a professional for surveys. Jeff said they did not and the survey was developed by staff. Liza said she would love to see the survey results. Jeff said he thought he still had the survey results and would send those to the board members. Liza asked if the goal was to have the plan complete by the end of the calendar year. Jeff said he thought that timeline was too tight. It was agreed that we should conduct a good survey to see what the community wants the library to provide as a basis for the strategic plan.

There was discussion about the action steps in the current plan that have not been done. For community outreach, Lisa said that the food pantry that the library does every Wednesday would qualify for that. Jeff said that the intention of the action step was to get local social workers in the library to help patrons. Liza said the local workers are quite busy and short staffed. There was discussion about other programs that local social agencies have conducted in the library like the current baby massage classes offered and the

library participating in the countywide baby shower. Liza suggested asking OSU Extension for the results of the survey they just conducted in the county. Lisa asked if the library could get produce from the Senior Center garden to give away on Wednesdays. Liza said that wasn't possible because their produce went to center members and the leftovers went to the local Catholic Church for their food pantry. Jeff said the library gets occasional produce from the school gardens.

7.0 Other Business

Jolene asked what was going on with Peter Erskine and whether we were still in line to get some of his art installed. Jeff said he hadn't heard from Peter since this late spring, but he would enquire. Jeff said he had submitted the building plans to Peter as requested.

Jolene asked a question about the bylaws whether it was written that no board members could pursue consecutive terms as President or Vice-President. Jeff said that the only rule in the current bylaws was that no member could serve more than two consecutive terms in the same position. Jolene thought that limiting an officer that is doing a good job was a hindrance to the organization. Lisa said that the intention of how the library board chose officers was to give all members a chance at office and a chance to learn. There was discussion about the pros and cons of each system, but no decision was reached.

8.0 Future Agenda Suggestions

9.0 Board Comments

10.0 Adjourn