



**Scappoose Public Library Board of Directors
Regular Business Meeting
September 18, 2025
Library Meeting Room also broadcast on Zoom
7 PM
Minutes**

1.0 Call to Order and Pledge of Allegiance

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

2.0 Public Input

There was no public input or attendance.

3.0 Approval of Minutes: August 21, 2025

Jolene asked if the board members had read the minutes. There were no corrections. Elaine made a motion to approve the minutes from August 21, 2025. Liza seconded. Motion passed unanimously.

4.0 Consent Agenda

4.1 Secretary-Treasurer's Report

There were two financial reports to present. Corrected financials from July 2025 and financials from August 2025 were presented. Jeff said he had just received the August financials right before the meeting but he thinks they are accurate but the formatting is hard to read. Robin has said she will correct the formatting to make them readable and Jeff said he will email new copies to the board. The July financials were not approved last month because Jeff had noticed that a \$5,000 deposit was missing from the report. It turned out that the deposit was entered as a debt instead so correcting that substantially changed the financial report for July. Elaine made a motion to approve the July 2025 financial report. Johanna seconded. Motion passed unanimously. Jeff reviewed the first fiscal year quarter results with the board. The library has spent about \$36,000 on services this year so far and \$74,000 on salaries for a total of \$112,903.30 spent in the first quarter. Lisa asked if the library was operating at a loss. Jeff said that the library does not receive much income in the current quarter so technically we are operating at a loss using the money carried over from the past fiscal year to pay bills and personnel. The library will not receive any significant funds until the middle of November. Jolene asked for a motion to approve the August 2025 financial report. Lisa made the motion. Elaine seconded. Jeff delayed the vote to review the bills submitted.

4.2 Presentation of Bills

The group examined the bills from each vendor. The only new vendor was Bear Claw Creek who manufacture items to be used for children's activities. Liza explained the item. Liza asked how the library gets tax distributions from the county. Jeff explained that it is a monthly distribution with more frequent deposits being made in the November/December tax payment season. Liza asked when we usually get the first large tax payment. Jeff said it can be in early November, but usually is around November 15. Liza asked how the library functioned during the months when expenditures exceed income. Jeff said that the library uses the invested property tax money from November and December. Jeff said that getting a large sum at one time is good for the library because we have the money invested in an account currently paying 4.2%, so we earn a decent amount from the interest on that deposit. Liza asked how the schedule

of payments to the library was determined. Jeff said that he was unsure, but expected that it was determined by Oregon state statute. Liza revised her motion to approve the consent agenda. Elaine seconded. Motion passed unanimously.

5.0 Old Business

5.1 Submitted and Approved Grants Progress

Jeff said he had asked US Bank about payment and they had committed to paying us, but the check had to come from their corporate office. Swank has offered to refund the \$500 rental fee for the Movie in the Park that got rained out this year.

5.2 Discussion of Potential Ballot Measure

Jolene discussed the ballot measure. There was no meeting in September. The citizen's committee will resume meetings in October. Jeff said that he had sent the board a link to the informational material that Washington County published on their website about their renewal of their library ballot measure. Jolene said that the local schools are going to pursue a construction bond in 2026 probably in November, but possibly in May. No firm date has been set. There was discussion about how this could affect our ballot measure.

5.3 Columbia County Reads with Willy Vlautin

The author events are next weekend for Columbia County Reads. Willy will be having one event in Clatskanie on Friday and the second event in Scappoose on Saturday. The Columbia River Maritime Museum had their event on local fish canneries in the meeting room last night. Only 10 people came to that event. Jeff said that the library seems to have poor attendance for local history programs that are not sponsored by the local historical societies. Jeff said that the library has given away between 90 and 100 copies of The Horse for the event and between all the county libraries we have given away over 200 copies of the book. Jeff will be taking the library PA to the Scappoose Senior Center for the Saturday event. Jeff has to do a final report to Oregon Humanities by October 15 to complete our grant obligations.

5.4 Movies in the Park final

We had one rain out event, so a total of 4 movies were shown this year. It didn't matter whether it was hot or cold outside, about 200 people came to each showing. Swank has said they will refund our movie rental fee for the rainout, but we did have to pay the musician contracted to play that event.

5.5 Summer Reading final

This year's Summer Reading program had the highest adult participation, the second highest youth participation and the highest completion rate (39%) for the past several years. The library used to only track enrollment, so comparable statistics are not available for those years. Liza asked about the graphs on the Summer Reading report. Jeff said the vertical is (for example) the number of sign ups and the horizontal is the age range of each child. Jolene asked if the 100 Libraries art project is still planned for the library. Jeff said he has not heard from the artist's staff for a while but would check with them to see if we are still in line to get the art installed.

5.6 Strategic Plan Review and Planning

Jeff distributed copies of the surveys the library had done with the public before the last strategic planning document. Liza volunteered that she would like to create a group of questions for the new public survey that the board could review. Jeff said that he would prefer to keep the survey to around 10 questions because he thought people are unlikely to respond to long surveys. There was discussion around survey deadlines. Jeff said that if they had to delay the strategic plan until spring that would be preferable to drafting something quickly. Liza asked if the open ended questions were included on the same survey with multiple choice questions. Jeff said that they were.

5.7 Board Bylaws

After last month's questions about the Library Bylaws, Jeff thought it would be good for the board to discuss the bylaws and decide if they wanted to change them. Jolene said that she would like to change the bylaws so that officers could serve for more than two consecutive terms. There was discussion about that rule. Lisa said that she thought it was intended to give all members a chance at leadership if they

wanted it. Jolene said that the rule forces that issue and that any board member can be nominated or can self-nominate for an officer position. Lisa said another option would be to increase the number of consecutive terms allowed. Jolene said that we require annual officer elections at the annual meeting, so any board member could be nominated with or without the rule. This also opens a door for board members who do not want to be an officer to not feel obligated to be an officer. Jolene asked for a vote by the board to remove the sentence from the bylaws restricting officers to two consecutive terms. Elaine made the motion. Lisa seconded. The motion passed unanimously as required by the library bylaws.

6.0 New Business

6.1 Librarian's report

Jeff presented his monthly report. Jeff said he printed the wrong statistical report this afternoon and was trying to air print the correct ones from his email. Jolene commented on the increase in eBook circulation. Liza said that most people are actually listening to audio books. Jeff said the circulation of our eBooks is 80% audiobooks.

The library is back to fall programming, Children's and adult programming is similar to last year. The 11th of October is the local author event for Columbia County authors at the library. Physical circulation was about 5% less than last year, but the increased eBook circulation cancelled that drop out.

Comcast is still protesting their property taxes so that issue is unresolved. The Cascades Tissue building has a lax lean on it for city taxes. The library is conducting its final audit this week. Grocery Outlet in Scappoose is donating \$100 in product every week to the library Wednesday food giveaway. We are still having problems with Cascade Services with consistency in their janitorial service. The county health department conducted infant massage classes in the library in September.

Sprinkler repair: Jeff said they had only had two companies interested in the work. One (Tierra Dura) gave an estimate of \$1,100 dollars. The other, Irrigation Technology of Hillsboro would not do an estimate, but would do the repair as a service call at \$119 per hour including travel time to and from their office. There was discussion about delaying the repair until spring. It was asked if either contractor was local. Jeff said that neither one was. Jeff was asked if there was anyone local. Jeff said he could not find one, but there was a contractor in Longview. Jolene asked if the library should move forward with the repair of the system or wait until spring. Jeff said he would like to get the system repaired before the backflows are tested which are due by the end of October. Lisa made a motion to go forward with the sprinkler repair. Johanna seconded. Motion passed unanimously.

The library is still having problems with Inroads Credit Union's online site and being able to view transactions on the Visa card. Jeff said he went to Wauna and they are using the same card processor and have the same problems. Jeff said he spent some time talking to tech support at Inroads and they were unable to help. Jeff said he would prefer to not change banks because of the time lag required to get the bank to accept our application. Jolene asked if the increase in eBook circulation would lead to more staff time to be available for other things besides circulation. Jeff said possibly, but we are still teaching people to use eBooks and circulation has not substantially decreased. There was discussion about population growth and redevelopment in Scappoose.

6.2 Kid's Marketplace

Is November 11 at the Scappoose Senior Center. The children's business plans need to be submitted by November 1.

6.3 Customer Survey Brainstorming

There was discussion with Liza about methods to conduct the survey online. Jeff recommended using a Google product because the library has a business subscription to the Google Professional package which includes online survey forms. Liza asked if there was funding for a prize raffle to encourage people to fill out the survey. Jeff said there was funding for some prizes. Jeff was asked if the Friends of Scappoose Library might donate things for prizes.

7.0 Other Business

Board Members and the director need to attend the October Friends of the Scappoose Library meeting to ask for their support for the levy. Jeff said he would prefer that either the board or members of the citizen's committee ask for the levy support. Jolene and Liza would like to attend. No more than two

members of the board can attend. Karen Kessi will also attend. Liza asked if a staff survey would be valuable. Jeff said it could be done as a separate survey from the public survey. The last time we surveyed, the staff developed the public survey based around questions they wanted input from the public on.

Jeff will be on vacation from September 28 through October 9.

8.0 Future Agenda Suggestions

9.0 Board Comments

10.0 Adjourn

The meeting was adjourned at 8:01 PM.