



**Scappoose Public Library Board of Directors
Regular Business Meeting
January 23, 2026
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 7:01 PM. Attending were Vice President Johanna Myers, Board Members Jolene Jonas, Liza Gerardo, Elaine Nussbaum, and Director Jeff Weiss. President Lisa Lewis attended via Zoom. Johanna led the group in the Pledge of Allegiance. Vice President Johanna Myers led the meeting. Elaine arrived late and was not included in the consent agenda vote,

2.0 Public Input

There was no public attendance or input.

3.0 Approval of Minutes: December 18, 2025

Jeff asked the Board for clarification about last month's meeting. He wanted to be sure that the entire board had approved the ballot title. The board confirmed that they did. Lisa noted some typos in the minutes and asked that they be corrected. Jeff made notes and would correct them. Jolene made a motion to approve the minutes as corrected and consent agenda. Liza seconded. Motion passed unanimously. Lisa – yea, Liza – yea, Jolene – yea Johanna – yea.

4.0 Consent Agenda

4.1 Secretary-Treasurer's Report

Jeff presented the treasurer's report. He said the library had received the bulk of the bulk of tax money with about \$40,000 outstanding in current and past due taxes. He said that there was a mistake in the personnel reporting on the report. Somehow, there were figures added into the annual budgeted amounts equivalent to the staff paid vacation and sick leave which made the annual budgeted amount for personnel higher than budgeted. He said he would work with the bookkeeper to get this fixed.

4.2 Presentation of Bills

In the bills, Jeff said that he had pulled the bill for AVS Elevators because they had submitted as part of their bill half the bill for the 5-year elevator safety test. Since they sent that bill, Jeff had gotten quotes from two other companies that the board would discuss and approve later in the meeting. If the board decided to go with AVS for the testing, Jeff could print a payment check for them. If they decided on a different company, Jeff would inform AVS and pay their bi-annual inspection fee separately via credit card. The original payment to AVS would be voided. Jeff noted that the bill to Cascade Entry Solutions was to pay for a new transmitter for the automatic entry door.

5.0 Old Business

5.1 Submitted and Approved Grants Progress

Jeff reviewed the current grants in progress. The City of Scappoose has agreed to grant us \$12,000 to partially pay for the city-wide programs that the library produces for the city. The library also needs to get an additional minimum of \$8,000 in donations and sponsorships to be able to produce the events just to cover costs outside of staffing. We are approaching all of last year's businesses for sponsorships for this year. We have talked to US Bank about their non-payment of their sponsorship and they now say they will

pay the money owed. The graphic novels grant that Viviana Martinez pursued was granted by the State Library and have signed contracts with them. That grant will give us just under \$3,000 to purchase more graphic novels for all age ranges. The board was impressed that Viviana, who just graduated from Library School was able to land a grant on her first try. Jeff said that this month is the big fundraiser for the Dolly Parton Imagination Library in Columbia County. United Way is on track to raise \$5,000 this month and that would cover about 3.5 months of the program. The library does not directly support the program, but the Friends of Scappoose Library do and Jeff serves on the DPIL board. Jeff has created social media for the DPIL to encourage residents to become ongoing supporters of the Dolly Parton Imagination Library. If 100 residents pledge \$19 a month, the Dolly Parton Imagination Library program will be funded for an entire year. Liza asked what kind of support the library gives to the Dolly Parton Imagination library. Jeff said he serves on the board, and the Friends of Scappoose Library donated \$1,000 this year. The program costs over \$1,500 a month. Liza asked what other fundraising was done for the Imagination Library. Jeff said that there had been two big fundraising events in the past. One was a wine tasting where all the admission proceeds went to the Imagination Library, but the wine company that sponsored it is not doing the event anymore. The Imagination Library also had gotten a \$10,000 grant from Columbia Pacific CCO in years past, but with federal budget cuts, the CCO has given notice that they will not be granting money to the Imagination Library this year. Liza asked if the \$19 a month ask was being done through the library or through United Way. Jeff said it was being done through United Way. Liza said that presenting the \$19 a month to social service organizations could be valuable because they may have members who would pledge for that. Liza said she thought the United Way director was very tapped into those social service networks. Liza asked about funding for summer programs, especially summer reading. Jeff said that sponsorships from businesses were easier and quicker to get than other governmental programs. Jeff said that last year, the library got nearly \$12,000 in private sponsorships for all summer programs. Jeff said there was also the opportunity of the annual Community Development grant from the city, but that is not awarded until the next fiscal year, with a May application deadline.

5.2 Discussion of Potential Ballot Measure

5.2.1 Levy Committee presentation to Board

Karen Kessi presented the report from the Levy Committee to the Board. The report is attached. She presented the final Explanatory Statement from the committee for Board approval. The statement has been revised to reflect changes the board wanted. Karen said the goal was to have a measure number assigned to us by the middle of February and meet all the filing deadlines. The committee has been focused on statements for a fact-based campaign and writing a FAQ about the measure. She presented the FAQ to the board. Karen said that the focus currently is training staff and supporters in replying factually and consistently to enquiries. Karen said that the first training for staff and Friends of the Library members has been scheduled and that more trainings can be scheduled for board members. Chelsea Tull has been working on graphics for the information only campaign. She is also working on a web page for fact-based information. There is also a mailing to all voters being prepared. Karen said that the committee is very cognizant of keeping the factual campaign led by the library and the advocacy campaign led by the Friends of the Library separate in scope and funding.

An article has appeared in the Spotlight about the levy. This article was earlier than the committee had hoped for, but it was not misleading or erroneous. The committee is also developing an endorsement kit for individuals and organizations who want to endorse the levy in the voter's pamphlet. We are waiting to hear about endorsements from City Council and the Grant-Watts PTO. The school board passed a resolution in support of the library generally, but not the levy. Liza said she had contacted Sauvie Island School about support, but they had not replied. It was discussed that the school is going to attempt a levy too, but that will not be on the May ballot. Jeff said it appeared that we would be on the May ballot with a statewide ballot on the gas tax. A possible 911 levy in May was also discussed.

Linda concluded by asking for a board resolution on the Explanatory Statement and asked for questions. Liza asked if the committee was just asking for approval of that statement. She noted a typo in the figure for summer reading participation. Linda and Jeff said that it would be corrected. "Over 700" should be the correct figure for Summer Reading participation. Liza asked when and how the committee could be notified about things in the FAQ. Linda said they could be notified anytime and gave the Board her

personal email address. Liza said that one question she can think of is “How much tax support does the library receive?” Jeff said that this year the library would receive between \$380,000 and \$400,000 in tax dollars. Liza said that is an opportunity to explain why that is not enough. Jeff said that the actual published budget is a little over \$500,000, so he either has to fill in most of that with grants or underspend the budget to avoid eating into the library’s cash balance. He anticipates that we need to underspend \$50,000 to do that. Karen said that our staff and supporters need to have some basic information memorized so that if they are asked in public about the need for a levy, they can factually answer.

There was discussion about library t-shirts. Liza said that the T-shirts do not need to be tied to the levy but would be a way for citizens to publicly show support for the library. She said the library does not have any promotional items available. She asked what the legality is for the library to buy t-shirts. Jeff said we could purchase them legally, but he would not want to spend budget money on them. Karen said that she thought doing this now would be detrimental to the levy because even if they are paid for with private money, voters would think library funds were spent on them. She also said she thought that spending money on a general mailer would have a broader reach and send a better message to voters. Liza said she thought we should have T-shirts and tote bags promoting the library. Lisa asked about having “I love the library” stickers to hand out. Jolene said she asked the lawyer if it was OK for the Friends to print buttons that said, “vote yes” and the lawyer said it was as long as they were not distributed in the library building. Liza asked about having advocacy meetings off site. Linda said all information sessions held on library property must be information only. Linda said that they are working on making a call to action, but it is tricky because of the lack of venues beyond the library. Linda discussed issues with information vs advocacy and having Friends of the Library operating out of the basement of the library.

Jeff asked if the board is going to consider the Explanatory Statement approval. Jolene made a motion to approve the Explanatory Statement with amendments noted above. Liza seconded. Motion passes.

Lisa – yea, Liza – yea, Jolene – yea, Elaine – yea, Johanna – yea.

Liza asked about buying the “I Love the Library” stickers. Jeff said they could buy them pre-made.

5.2.2 Discussion of ballot Explanatory Statement

Discussed above.

5.3 Strategic Plan Survey Approval.

The Board discussed the latest version of the survey. Liza asked that the survey be conducted as is without further changes. She said that we could get customers’ feedback and then change as needed. Liza said the survey could be at the circulation desk and staff could ask if customers are interested in taking the survey. Jeff asked if the survey could be sent in black instead of grey scale for printing. Liza said she would work on it. Jeff agreed to pilot the grey scale version. Liza asked how many we would want filled out in the pilot. Jeff thought piloting it for two weeks could work and then get feedback at the February board meeting.

6.0 New Business

6.1 Librarian’s report

Jeff went over some items from his report not covered above including statistics. Jeff said that Fred Meyer wants to get more involved supporting the library, so he is planning to meet with them to see if they can support the library with food for us to give away on Wednesday. Dyno-Nobel has filed a tax remonstrance with the county, so that money will be withheld from the library until that is settled.

6.2 Director’s evaluation process.

Lisa discussed the Director’s evaluation process. Lisa asked the board to individually fill out the evaluation form that the library uses and either email or mail the forms to her. Lisa said she would compile the forms and get a final evaluation ready for the February board meeting. Jeff said he would email blank copies of the form to the board. Lisa asked that completed forms be sent to her by February 12.

7.0 Other Business

Jeff gave the board bids from three elevator testing companies: AVS, PDX Elevator Safety Testing & Standby, and EMco. Prices ranged from \$6291 from EMco, to \$4800 from AVS, and \$2300 from PDX Elevator Safety. EMco was eliminated because of cost. Jeff said that all three vendors had the required licenses and insurance. Jeff was asked if their total bid was \$2300. Jeff said yes. He was asked if all bidders came onsite to bid. Jeff said that only AVS, who does our regular inspection, was onsite, but PDX Elevator Safety was able to find our elevator and model number online. Jolene asked what would happen if the elevator failed the tests. Jeff said we would need to get it repaired if it does. Liza asked if there was an option to move our annual contract to a PDX Elevator. Jeff said we could in the future, but he would want to see the quality of their work first. Jeff said that at some point, the obsolete elevator control system would need to be replaced and that would cost (at current prices) \$70,000 to \$80,000. Liza asked if this could violate our contract with AVS. Jeff said that the contract is for inspections, not testing, so it does not violate the contract. Liza asked about the length of the contract with AVS. Jeff said he thought it was year to year, but he would need to check. Jeff said he would have that information at the next meeting. Jolene asked if we needed to make a decision at this meeting. Jeff said that he would like one so we can proceed with testing. Liza made a motion to proceed with the testing contract with PDX Elevator Safety. Johanna seconded the motion. Motion carried unanimously.

Lisa – yea, Liza – yea, Jolene – yea, Elaine – yea, Johanna – yea.

8.0 Future Agenda Suggestions

9.0 Board Comments

Elaine said she will be unable to attend the February meeting, but would fill out the evaluation form and email it to Lisa.

10.0 Adjourn

The meeting was adjourned at 7:57.