

Tillamook County Library Board Minutes
Thursday, January 16, 2025; 12:00 p.m.
Hybrid Meeting

Board Members Present:

Sayde Walker, Tim Josi, Jennifer Byrne, Madeline Olson, Jon Orloff, and Romy Carver

Staff, Commissioner, and Others Present:

Don Allgeier, Jennifer Wells, Luke Kralik, and Marisa Graham-Collier

Call to Order:

Saydee called meeting to order at 12:06 p.m. on January 16, 2025.

Public Input:

There were no community members for public input.

Approval of December 2024 Minutes and Budget:

Proposed edit to December Meeting Minutes: In the budget and spending report please change “Madeline moves...” to “Madeline moved...”. Approval of minutes with the edit as discussed is unanimously passed.

January 2025 Budget and Spending Report:

Most items that appear to be either greatly over or under budget are due to large amounts of the budget being spent at the beginning or end of the fiscal year and thus they even out over the year.

- We continue to have low spending on salaries due to vacancies, though we are now down to one vacancy.
- The renovation of the building is nearly completed and therefore our Capital Outlay budget will appear to be overspent until the end of the year.
- The Digital Materials budget is an area that we are trending toward overspending as we try to balance the physical and digital demand against the cost of digital materials being higher. In the short term we are in a good place to manage this growth but will need to be a part of the conversation each year. There are multiple models available for obtaining the rights to digital materials, all of which carry a higher cost than the physical items due to how publishing companies are charging for this access. Given public perception that these materials would be less expensive it may be important to find a way to communicate to the public the realities behind what these materials cost the library to provide.

Jennifer Byrne moved to approve the Budget and Spending Report, the motion was seconded and passed unanimously.

Director's Report:

- We are working on updating our job descriptions with the county. Don will share an overview of the process once we have more clarity around how this will work. In general, we are differentiating job descriptions for the varied librarian positions as well as support staff so that they are an accurate reflection of the work being performed.
- After the sweeps of a large local homeless camp, we have seen an increase in activity, behavior issues, and incidents requiring intervention. We were not made aware of this action before it took place and therefore were unprepared for this to happen. The Tillamook branch is the most affected by these sweeps and ongoing struggles with unhoused people. Don speaks with the Police and Sheriff departments regularly and intends to reach out to request some notice if they are planning something like this again so that we can prepare our staff and increase managerial availability.
- The exterior building work is almost completed; there are a few outstanding items with drainage and window seals, but overall, we are very happy to no longer have a leak in the bookstore and the rest of the work is done. The park area is also almost done with the grass being replaced by pavers set in a labyrinth design.
- We have been nominated as Business of the Year by the Chamber of Commerce. There will be an awards banquet next week where a small group of staff will join Jenn to represent the library.
- The AARP tax event is happening again this year. We anticipate that 300 people will receive free aid in filing their taxes.

Data Dashboard

Don notes that we have made some adjustments regarding how we measure our data over time, so we have removed some items from the Year-Over-Year Change report that would be misleading without context. We have aligned the metric used to measure the use of our Databases to consistently measure usage sessions, where before there were a variety of measures, meaning that they are not comparable. We plan to add this back to our report once we have been gathering the sessions data for all databases for one year.

Commissioner's Report:

Mary Faith Bell was not present to provide a report.

Foundation Update

The foundation received a substantial donation for the teen center, career and college center, and an educational endowment for staff members to receive their MLS. Implementation of these initiatives are planned to take place this year and we are excited to move these things forward.

Strategic Plan Dashboard

The Strategic Plan Dashboard will be presented next month.

Old Business

- Koha Migration: We have worked on developing policies for the consortium. Our next step is training staff for using Koha (ILS) and Aspen (Website). Danielle has been performing training one-on-ones to help staff become comfortable with the look and controls. On February 13, we will close all branches of the library to have Bywater Solutions provide a large training session with all Tillamook County staff and staff from Lincoln County. We go live with Koha and Aspen in March.
- We need to adopt a Board Meeting schedule for the year. Don has provided a proposed schedule, though we will be closed on June 19, 2025, so the June meeting will need to be moved. The board will research options that could work for all or most members and reschedule the June meeting for a different date. Motion to approve schedule with the noted change, passed unanimously.

Library Proposed Budget 2025-2026

- Library Proposed 5-year Capital Plan: this proposal has been presented to the county commissioners yet. There are some numbers that will change, as we anticipate that the bookmobile amount will end up being greater than projected here.
 - We are working on the specs with specialty manufacturers and have identified 3 vendor options.
 - HVAC will need to be replaced for this summer.
 - We need to change the company for our door locks, which have cameras which will be able to accurately get door counts and identify people accessing the building. We will reduce some of the door locks that are unnecessary, in the hope of reducing costs.
 - The parking lots need resurfacing and restriping.
 - The gallery space repurposed from the magazine display will become part of remodel aimed at increasing the teen space and adding the Career and College Center.

New Business

- Board officer elections: President and Vice President, Chair and Vice Chair. Roamy nominates Saydee Walker for Chair. Motion passes unanimously. Tim moves for Jennifer Byrne to take Vice Chair. The motion passes unanimously.

Due to time constraints, we will push additional agenda items to February.

The meeting was adjourned by Saydee at 1:03 p.m.