

**Tillamook County Library Board Minutes**  
**Thursday, September 28, 2023; 12:00 p.m.**  
**Hybrid Meeting**

**Board Members Present:**

Sayde Walker, Madeline Olson, Tim Josi, Jennifer Byrne, Nan Devlin, Roamy Carver

**Staff, Commissioner, and Others Present:**

Angela Arena, Jenn Wells, Melanie Hetrick

**Call to Order:**

The meeting was called to order by Sayde Walker at 12:09 p.m.

**Public Input**

No Community Members were present.

**Approval of August 2023 Minutes and Budget:**

Sayde moves for approval of the August 2023 meeting minutes (there was no meeting in July):  
Tim moves to approve, Madeline seconds, minutes are approved unanimously.

**Budget and Spending Report:**

Don was not in session to present so Jenn relayed that everything looks to be mostly on track. Spending on program supplies still looks high, but that will level off as we move into winter and this spending decreases.

Sayde asks to approve the budget. Madeline moves, Tim seconds, budget approved unanimously.

**Director's Report:** *Provided by Jenn in Don's absence.*

- The new custodian, Holly Mathias, has started and is settling in well.
- The limited duration librarian has been selected and will be announced upon Don's return.
- Don is participating in contract bargaining that is likely to take place through November.
- The library has selected a contractor to add a sidewalk extension and ADA ramp to the stage in the park to be completed this fall.
- Don has decided to wait for the next fiscal year to budget for the replacement of Envisionware self-check kiosks. He is looking into new contracts re: RFID devices and other services we are currently receiving from Envisionware so we will use the existing system over the next year as alternatives are evaluated.

- The library will launch Hoopla Flex on October 2, 2023. This should provide more access to immediately downloadable titles. The flex account has allowed us to purchase a 2-year licensing plan on popular titles rather than incurring a charge each time it is checked out. This will be in addition to the existing program and in an effort to offset the cost of the current Hoopla program with new limitations allowing for 12 regular Hoopla check outs and 8 on the flex account.
- Don is continuing to meet with representatives from Oceanbooks and Chinook Library network on the unified consortium. They are looking at the Koha integrated library system which is open source and significantly less expensive than the system we use now but would require a lot more work on our end. Don will have a more formal update in October.
- We had a programming summit with managers and librarians to continue to build a more robust programming department throughout the year.
- Don is reviewing two new materials reconsideration forms and will discuss further in October.

### **Data Dashboard**

The year over year change requires more time to provide a usable metric. This is only it's second month of being active and some of the metrics of measurement have changed, therefore the numbers are not accurately representative at this time, though it will be quite useful in the future.

### **Foundation Update**

Jon was not present to give an update.

### **Business Items**

- When Don is back in October, he will inform the board of the reporting structure for implementation of the strategic plan.
- Library Volunteers- everything has been set up with job descriptions to clearly define and separate volunteer tasks vs. employee tasks. We are doing a soft launch of it now; Jenn has forwarded two applications to HR for volunteers in Manzanita to work on craft programs for kids. As we get a feel for how this works, we will advertise our offerings, likely through Facebook and social media, though currently these opportunities are given to people who are walking in and seeking them out. Volunteer opportunities are limited to people aged 16+ due to county restrictions though over time we hope to find options for younger volunteers. We are looking for longer term and consistent volunteers that would do things like adopting a shelf to make sure the shelf is in order, dusting, straightening up as well as shorter term volunteers who would be engaging in more project focused opportunities. Eventually we will launch an adult literacy program that will provide additional volunteer opportunities.

- Kids Summer Reading Report: This year we exceeded pre-pandemic numbers. There were 672 participants county wide and 202 completed the full Bingo card. Main showed 10 movies and had 605 people in attendance while throughout the county there were 17 performers and 838 attendees. We handed out 2600 craft kits and kids earned about 4000 free books county wide and were able to provide approximately 200 free lunches at the main branch through Grub Club. One change for next year will be to limit potential books earned to 6 free books that we will bolster with other prizes such as coupons and experiences. Melanie plans to focus on pairing local excursions with reading activities in response to parents reporting a desire for activities outside of the home and the sense that even the incentivized reading of the SRP program has become a chore for a large portion of the developing population. These programs aim to increase family engagement while maintaining a literacy focus.

### **Commissioners Report:**

Work is being done to fill the County Commissioner position being vacated by David Yamamoto. The board received 16 applications of which 15 met the residency qualification requirements. The three current county commissioners reviewed and ranked the applications, resulting in a group of 6 that will go to a final round of evaluation which will involve a public process to get to know the candidates. On October 12, 2023, the community will have an opportunity ask the candidates questions in a Candidate Forum while on October 16, 2023 there will be public panel interviews, deliberation, and appointment of a new member. This is an elected position that requires a mid-term appointment which will be followed by an election in 2024 to appoint an elected replacement.

Meeting adjourned at 12:42pm.