

Tillmook County Library Board Minutes

Thursday, August 18, 2022; 12:00PM

Hybrid meeting

- Board members present:
 - Jon Orloff (Y), Madeline Olson (Y), Jennifer Byrne (Y), Sayde Walker (Y), Betsy Chase (Y), Tim Josi (Y)
- Commissioners present:
 - Mary Faith Bell (Y)
- Library staff present:
 - Don Allgeier (Y), Wendy Stout (Y)
- Guests present:
 - N/A
- Call to order:
 - The meeting was called to order by Sayde Walker at 12:02PM

- Public input:
 - There were no public comments

- Approval of the July 2022 minutes:
 - Jennifer Byrne motioned to approve, and Jon Orloff seconded. All were in favor; the motion carried.
- Approval of the July 2022 budget:
 - Don reviewed changes to the budget reporting charts and asked for board members to evaluate information presented and the format. Through discussion, overall members are pleased with initial reactions to new budget reporting format.
 - Don reported one oddity in the budget, the reference section budget, he is still working to identify the error, it's likely an error in budget coding for something else.
 - Madeline Olson motioned to accept the July budget and Jon Orloff seconded the motion. All were in favor; the motion carried.

- Director's report:
 - Don reports that his first half a month has gone well and that Bill Landau is still assisting to help Don in any way he can.
 - Branch Manager position search update: Don and Wendy interviewed four candidates and did not move forward with any, We have three new candidates and will begin interviews on August 23rd.
 - Library Assistant 3 position search update: Don and Wendy interviewed four candidates, three internal candidates and one

external, for the LA3 position. We've selected an internal candidate and they will start training on September 1st.

- We continue to have a small number of Covid cases, but thus far have not interrupted operations at any of the library locations.
- Building and grounds: The library park continues to progress with the pouring of the foundation for the stage. Don reports that Ruth La France feels the work is progressing very well.
The work in the children's room is progressing (new paint, new furniture and play features). Quotes for physical objects have not aged well, but Melanie Hetrick (children's librarian) is working to find alternatives to keep costs within budget.
- Branch book drops- next step is to order them, prices have increased slightly, but Don feels the visual improvement at the branches as well as the improvement in ergonomics for the staff are positive things for the libraries.
- Rockaway-Friends of the library have new signage up for the Rockaway library and it's visible from Highway 101.
- Don and Wendy met with Nick Troxel to discuss services available to those experiencing homelessness and the referral process and how the library can best serve those patrons and help them find services available in our community. Don will be setting up a meeting with the executive director of CARE soon.
- All library location have extended hours on Saturday. New hours are 10-5. A short discussion was centered on how many more patrons will be served and discussed checking the door stats for Saturday afternoon.
- Outreach at the County Fair. Don attended the fair three days and Wendy attended the fair 4 days. In terms of outreach, the fair was a success. Almost all the books were given out (only Spanish titles remained), as well as all button making materials were used up. There were also plastic whistles and other noise makers given out, we decided not to do that again. The foundation raffled off a quilt. Overall, community members visiting the bookmobile at the fair related positive things and had positive memories about the bookmobile from their past.
- Statistics-Services Dashboard changes
 - Don has made some changes to how statistics are reports in an effort to remove data points with no data, to group similar data and to streamline dashboard to make it easier to read.
 - members asked about online reference stats and if the top header row in the spreadsheet can be frozen to make reading the dashboard easier as members scrolled down.
 - Electronic circulation was added to physical circulation due to budget impacts and showing usage to justify continued purchase
 - Jennifer Byrne mentioned that she would want to be able to see monthly statistics to identify trends
 - Volunteer hours previously reported Foundation volunteer hours, not library volunteers. Don and Wendy will be working on volunteers for the library in the near future.

- Study rooms have increased in popularity Wendy suggests that we track how often we have to turn people away for a study room, might indicate a need to revisit current policy of reserving a study room for three hours and change to a smaller amount of time.
 - Community rooms currently lump community and county use in one statistic, members would like to see this changed to community and county use on separate data points.
 - Teen stats for the month have not yet been reported. Wendy will check to get his added to the report.
 - Some board members worry about getting too much information, Don said this is why he likes the dashboard approach with statistics More information will always be available to those that want it.
- Business items:
 - Board Development
 - Betsy gave a brief overview of board development and Sayde forwarded it to board members
 - In 2019, the board started looking at succession planning in regards to applicants interests, qualities, and experiences and developed a matrix based on a matrix from United for Libraries.
 - Betsy discussed the term expiration table and some history; some board members have irregular term periods due to a variety of reasons at the time of their term, either beginning or ending
 - Mary Faith related that there are two candidates from the last batch of applications to the board that are promising. She has reached out to one and they are still interested in serving on the board and the other is on vacation, Mary Faith will reach out again.
 - Mary Faith's staff will work on timing of term endings to eliminate a mass exodus from the board, more will be discussed at the September board meeting
 - Sayde reports that she knows a number of people who are interested in applying to be on the board
 - Betsy would like to encourage all applicants to find a why to become involved with local libraries to help them develop experience and a relationship with the library.
 - By-law review:
 - Don would like to see some language solidified, inconsistencies cleaned up. Clarity is important moving forward. Don will join the committee (Jennifer and Betsy) to work on reviewing and clearing up inconsistencies.
 - History-In January, Geri had done some research to read other library board by-laws. The review process has been tabled since February or March. It makes sense to pause to let Don come on board and get familiar with our library, the board and the by-laws and then get his take on it.

- A discussion of Ordinance 17 and its potential influence on changes to the bylaws was held. Ordinance 17 was written in the 1980s and how its vagueness might impact by-law review/changes.
- Strategic planning update
 - No update, we need to let Don get settled
 - Don wants feedback from the community and would like healthy public engagement in the process, especially early in the process
 - Board members related that community involvement has been historically strong.
 - Sarah Charlton was working with the group TC Future Council for the 2017 Levy during the process to update the libraries 2015-2020 strategic plan. Tillamook County Futures Committee suggestions require public engagement be well documented and referenced for the libraries new strategic plan.
- Updates:
 - Branch manager-this was discussed earlier in the meeting. Don and Wendy interviewed four candidates and did not move forward with any, We have three new candidates and will begin interviews on August 23rd.
 - Foundation- not meeting this month. Their next meeting is in September
- Mary Faith
 - She was pleased to meet Wendy at the fair. Thanks to Don and Wendy (and the rest of the staff) for working so hard at the fair. She met Ruth at the fair and had a quick discussion about progress in the park (stage footings poured) Interested in using the park for part of the 40th anniversary celebration of Tides of Change
 - Human resources has been interviewing a new director. Erin Frost's position has changed and she can't offer the same services as she has been providing. They have made an offer to a candidate, but they are waiting on acceptance of the offer.
 - Wage and Comp study has been completed for management, AFSCME study will start soon, followed by the Teamster's union study. Discussions will have to happen to develop a plan to meet new wages while staying in budget. The goal is to continue to retain employees.
 - Jennifer Byrne asked about Covid- Mary Faith reports that Covid cases are trending down, transmission remains high. No deaths or hospitalizations for 6+ months. The expectation is for a trend upwards in the fall.
- Meetings moving forward
 - In general, the hybrid meeting was successful, all board members had positive things to say, it's good to have the option of being there in person or electronically. Concerns were raised about using one of the community rooms as the sound is not as good, nor is the visuals for those participating virtually.
 - Mary Faith reminded us that now that Oregon law requires the option of virtual attendance once the platform was used, so hybrid meetings will always be available in the future, unless we go to an all virtual meeting format in the future.

- Let Don or Sayde know how you will be attending each meeting, Sayde will add this RSVP to the invitation in the future.
 - The next meeting will be October 15th 12:00 - 1:30 PM, hybrid
-
- Meeting adjourned at 1:25PM