

## Tillamook County Library in Person/Virtual Board Meeting, September 16, 2021

**Board Members Present:** Betsy Chase (Y), Tim Josi (Y), Madeline Olson (Y), Jon Orloff (Y), Teresa Rivenes (Y), Sayde Walker (Y)

**Commissioners Present:** Mary Faith Bell (Y)

**Library Staff Present:** Geri Godber (Y), Sarah Beeler (Y), Kristi Hanson (Y)

**Guests Present:** Jennifer Byrne

**Call to Order:** The meeting was called to order at 12:04pm.

**Minutes and Budget:** Jon Orloff made a motion to approve the August 19, 2021, meeting minutes. Tim Josi seconded. Minutes approved. Tim Josi made a motion to approve the budget report as submitted. Jon Orloff seconded. Budget [report](#) approved.

**Director's Report:** Please see attached September 2021, Director's Report.

- Staff updates:
  - The Library Assistant 3 position should be filled in October.
  - A 40 hr./week Library Assistant 1 position for the North Tillamook Library in Manzanita is currently posted.
  - Elizabeth Ma, a part-time, 19 hr./week Library Assistant 1, has resigned. Her last day will be Saturday, September 25<sup>th</sup>.
  - Marisa Scott is the new Garibaldi Library Assistant 2 branch lead.
  - Kealani Haines has been hired as the new LA 2, bookmobile asst./courier
  - Maygen Brogden is the new full-time Library Assistant 1 at Main.
  - Sarah Beeler will be retiring March 1, 2022.
- Branch news:
  - A new roof has been installed at the Rockaway Beach Branch. Kristi Hanson and Matthew Stephens worked hard tidying up the branch and removing extra furniture.
  - Jasper Blackburn, Blackburn Masonry LLC, and Gary Wright Construction have been working together to repair brick/drywall/structural damage to Main after [a](#) car ran into the building. Repairs are almost complete. Workspaces near the site have been covered with painting drop cloths and cataloging/IS staff have moved to Study Room 1/Law Library during construction.
  - Work on the brick wall along the west side of the Maxwell Library Park is nearing completion. Ruth LaFrance and Serena Fanning are ironing out some of the completion details.
  - A couple has been trespassed from the South Tillamook County Library Branch for vandalizing library grounds and disrupting library patrons, library facilities and the neighbors around the South Tillamook County Library Branch. Locks will be placed on outlet boxes and the outside faucet. Motion detector lights may be installed, and overgrown shrubbery will be trimmed for greater visibility and security.
  - The Tillamook County Library Foundation purchased new color copier/printer/fax machines for all library branches. Faxing is currently available at Main. Faxing will be available soon at the rest of the branches.

- Additional hotspots are now available to check out.
- Kristi, Angel and Marisa will be updating the paint colors at the Garibaldi Branch this Saturday (blue and green), 9/18.
- Jon Orloff reported that the roof repairs at the Rockaway Beach Branch would have been much more costly if the new roof had been delayed another winter. A grant from the City of Rockaway Beach provided \$12,000 for the new roof and the Friends of the Rockaway Beach library provided the remaining \$1000.
- County Counsel, Joel Stevens, and the attorney for Bay City are negotiating the next 5 year Bay City Library Branch lease.
- Weeded/discarded/donated books will be sent to Better World Books, <https://www.betterworldbooks.com>. The Tillamook County Library Foundation will receive a percentage from the sale of the books. Books that don't sell will be sent to other countries.
- The DEI statement will be included in the new policy manual. A diversity audit of the collection is planned. The DEI statement will also apply to library programs once in-person programs are offered.
- Adult take and make craft kits will be offered monthly. Once the COVID-19 delta variant surge subsides, in-person programs will be held in the community room.
- Outreach Services is the 'umbrella' that includes Bookmobile services, community outreach events and homebound services.
- The contract with our wireless service provider has expired.
- The Library Code of Conduct statement is being created/updated. It will replace the Behavior Policy on the website, [www.tillabook.org](http://www.tillabook.org). Madeline Olson suggested staff training to help staff maintain a safe and disturbance-free library atmosphere. Teresa Rivenes also suggested staff training to address patrons sleeping in the library or patrons with odors that are disturbing others. Jon Orloff made a motion to move forward with the creation of the Library Code of Conduct based on the draft provided by Director Godber. Sayde Walker seconded. Motion approved.
- Mary Faith Bell is waiting for Shawn's input on the Wage Study to see if there are budget implications. The Wage Study shows that, among comparison libraries selected by Tillamook County, Librarians are paid well and Library Assistants are underpaid. Mr. Short has indicated that the 5% annual increase projected for personnel costs will be adequate if salaries for Library Assistants are increased.
- If Shawn Blanchard concurs with Mr. Short's analysis, we should be ready to make levy recommendations at the October board meeting.
- The Facilities Maintenance Plan proposal, with architect Richard Turi, for the Tillamook County Library and the North Tillamook Library in Manzanita is attached.

**Strategic Plan:** Madeline Olson made a motion for the board to support pages 1 (The Library in the Post-pandemic World) and 3 (Objectives Through 2022) with name change to North Tillamook Library Friends. Jon Orloff seconded. Motion approved. If additional updates are needed to the Strategic Framework, those will come back to the Board for review. The Financial Analysis page will be shared after the commissioners certify the ballot levy rate. Pages 1 and 3 (with change) will be shared with the PAC.

New graphs/charts provided for the Statistical Report were well received by Board members. Teresa Rivenes appreciated the 2020/2021 comparison as it gives context to patron count and circulation differences when libraries could open to patrons (Library Express) vs. Curbside Services when the Library was closed last year.

**Commissioner's Update:** Commissioners have agreed that the vacancy on the Library Board will be filled by Jennifer Byrne. Board orientation materials will be provided to her, following the previously developed *Board Orientation Roadmap*.

Tillamook Bay Community College will be going out for a bond for a new building. They may go out on the same ballot as the next library levy, May of 2022. TBCC is advised to develop a case statement that 'tells a compelling story' and then to survey the public regarding likely voter support. Mary Faith thinks the Library should do this as part of its communication plan leading up to the levy.

The number of COVID-19 cases peaked on 9/6. The surge is predicted to slowly level out through the end of October or first part of November. Students in school/flu season may increase the number of cases. Eric Swanson, President of Adventist Health Tillamook, said they currently have two COVID-19 cases at the hospital. The test positivity rate in Tillamook County is 16%. Vaccination rates are up. The plan is to hold the course and encourage people to get vaccinated. The Federal employee vaccine mandate applies to states that use OSHA and may include county employees and businesses with over 100 staff. Medical and religious exemptions will be addressed on a case-by-case basis.

**Next Board Meeting:** October 21, 2021, 12:00pm.

**Public Input:** none

**Adjournment:** 1:35pm

Sincerely and respectfully submitted,

Sarah Beeler