

## **Tillamook County Library Virtual Board Meeting/Thursday, April 16, 2020**

**Board Members Present:** (y) Shiela Zerngast, (y) Chris Chiola, (y) Cheryl Hantke, (y) Neal Lemery, (y) Betsy Chase, (y) Sayde Walker; (n) Commissioner Mary Faith Bell

**Staff Present:** (y) Sara Charlton, (y) Sarah Beeler, (y) Bill Landau

**Guests Present:** Ruth LaFrance

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

**Minutes:** Neal Lemery made a motion to approve the February 20, 2020, minutes and the March 14, 2020, Tillamook County Library Emergency Board meeting minutes. Shiela Zerngast seconded. Both minutes approved.

**Budget:** Commissioners have asked departments to look at 3-5% cutbacks. The Library's starting balance for next fiscal year will be approximately three million dollars. Neal Lemery made a motion to approve the budget as presented. Sayde Walker seconded. Budget approved.

**Director's Report:** Several library conferences/events have been canceled due to the pandemic including The Oregon Library Association Conference, National Library Day and the IUG (Innovative Users Group) 2020 Conference. Innovative is the Library's integrated library system. Sara recommends sending someone to the IUG 2021 Conference next year in Detroit, Michigan.

Sara Charlton and Neal Lemery met with Tassi O'Neal, Tillamook County Clerk, about placing a drive-up ballot box in the north parking lot next to the green utility box. The box will be locked when not in use. The Tillamook County Clerk's Department will pay for installation.

IS would like to place a back-up server for Tillamook County at the Tillamook County Library. Plans are underway to move the back-up server to the Library on May 15, 2020.

Summer reading plans are on hold. Library Bingo is being advertised in local newspapers to encourage patrons to use the Library's Virtual Branch and website.

Plans are underway to develop a new model of library service which may include curbside delivery of library materials to patrons. Returned items will be placed in quarantine for 4 days.

The job description for the vacant Library Assistant 3 is being updated. New areas of responsibility will be added to more accurately reflect the skills and knowledge needed for the position.

One employee will be going on maternity leave this summer or fall. Another employee is returning from maternity leave.

**Strategic Plan:** Phase 3 of the Strategic Plan has been completed. A couple of the presentations schedule for the end of March were postponed. Jessica Darling volunteered to enter the data and prepare Excel spreadsheets. Betsy Chase has been working with Ruth Metz to prepare a 10-page report on the findings. The summary will be available for board review at the May meeting. Betsy and Ruth are preparing a letter to go along with the report to share with the Tillamook County Commissioners. Betsy reported the findings show strong support for continuing services at the current level. Little support was shown for cutting services and that

more information is needed about various options. Phase 4 will be postponed until the new Library Director has been hired.

**Foundation and Maxwell Library Park Update:** Electrical conduit has been installed in the Maxwell Library Park. Once the flower beds have been prepared and the conduit trenches have been filled in, Master Gardeners will plant flowers. The Maxwell Library Park will remain closed while the Tillamook County Library is closed.

**PLA (Public Library Association) 2020 Conference in Nashville:** Betsy, Sara, Sarah, and Bill shared highlights from the PLA 2020 Conference in Nashville, TN. PLA 2022 will be held in Portland, Oregon. Sara recommends closing all branches and sending staff to the conference.

**Library Newsletter:** Bill Landau shared information on LibraryAware, a program to help produce online newsletters. Neal Lemery made a motion change the format of the newsletter to an online version while also considering ways to provide access to the newsletter to patrons without email. Shiela Zerngast seconded. Motion approved.

**Search for New Director:** June Garcia has placed the hiring process on hold until library branches reopen. Two or three finalists will be selected for on-site visits. Finalists will participate in open public meetings at the South Tillamook County Library Branch, The Tillamook County Library, and the North Tillamook Library Branch in Manzanita. Library leadership alternatives are being considered for the period between when Sara retires on May 29<sup>th</sup> and a new director starts work.

**Board Member Orientation:** Please see attached 2-page document, Orientation of New Library Board Members. Betsy Chase asked Mary Faith Bell about the process to fill vacant board seats. Chery Hantke will be resigning May 1, 2020. Ruth LaFrance's term has expired. Shiela Zerngast and Chris Chiola will both be leaving the board soon. Ruth LaFrance will mentor Tim Josi and Cheryl Hantke will mentor Jon Orloff. Neal Lemery made a motion to accept to the Tillamook County Library Board Tim Josi and Jon Orloff . Shiela Zerngast seconded. Motion approved.

**No Contact Library Service:** Many libraries in Oregon are offering curbside service, a no contact model of library service during the COVID-19 pandemic. Safety measures and plans will be shared with the board and Mary Faith Bell. Patrons are missing and needing library services during COVID-19.

**Public input:** none

Submitted by Sarah Beeler

Meeting adjourned at 1:55pm.