

Tillamook County Library Virtual Board Meeting / June 18, 2020

Board Members Present: (y) Shiela Zerngast, (y) Chris Chiola, (y) Neal Lemery, (y) Betsy Chase, (y) Sayde Walker; (y) Tim Josi; (y) Jon Orloff; (y) Commissioner Mary Faith Bell

Staff Present: (y) Sara Charlton, (y) Sarah Beeler, (n) Bill Landau; (y) Judy Klingelhofer

Guests Present: (y) Cheryl Hantke; (y) Ruth LaFrance

Call to Order: The meeting was called to order at 12:02pm.

Minutes: Tim Josi made a motion to approve the May 21, 2020, meeting minutes. Jon Orloff seconded. Minutes approved as amended. Ruth Metz will be added as a guest.

Budget: The Library will start next fiscal year in good financial condition. The starting balance will be over \$3,000,000. Roofing specialist, Schaber Roof Consultants, Inc., found the leak in the Bookstore. It was a flashing installation issue. The scope of work will be expanded to include checking the flashing on the entire building. Shiela Zerngast made a motion to approve the budget. Jon Orloff seconded. Budget approved.

Director's Report: The book sorter has been repaired. A new computer and antenna were installed. Extension Services would like to use the Bookmobile instead of the van to offer limited no contact library services to homebound patrons. Patrons will not be entering the Bookmobile. A request was made to resume interlibrary loan services. Mary Faith Bell asked the board to approve both services and to explain the changes to the BOCC. The Bookmobile will not be stopping at day care facilities or schools. Shiela Zerngast made a motion to support using the Bookmobile instead of the van to provide library services to homebound residents and to start interlibrary loan services. Sayde Walker seconded the motion. Motion approved.

Sara Charlton asked about reducing the quarantine period from 7 days to 3 days. Test results from the REALM (Re-opening Archives, Libraries and Museums) project show that the SARS-CoV-2 Virus was not detectable on common library materials after 3 days of quarantine. The project is a partnership with the National Institute of Museum and Library Services (IMLS) and Battelle. Neal Lemery made a motion to approve reducing the quarantine period to 3 days. Jon Orloff seconded the motion. Motion approved.

Strategic Plan: Phase 4 of the Strategic Plan will move forward when the new library director has been hired.

New Director Search Update: Director candidates and June Garcia will meet with Sara Charlton, Managers and staff on Monday, June 29th and Thursday, July 2nd. June will act as a moderator for questions. A feedback form will be given to all participants after each meeting. June will ask each finalist to create a fact sheet to be shared with participants next Wednesday. Community leaders may be invited to participate in the meetings with the candidates. Applicant resumes and application materials will be sent out to board members next Monday.

Foundation Report: The Tillamook County Library Foundation received a TLT grant for \$75,000 to help complete the Maxwell Library Park. Concrete benches will be placed soon. Light

fixtures are arriving. Pads will be poured for the light poles. Neal Lemery thanked Ruth LaFrance for her hard work on the Maxwell Library Park project. Ruth said it was a team effort and thanked the great group of people who have been working on the park project.

Vacancies: There are several vacancies: Library Assistant 2 at Manzanita, Library Assistant 3 at Main, Library Assistant 1 at Main and Librarian at Main. There is also a full-time IS position which has been vacant for a year. There isn't a cushion to cover when staff are off. Positions need to be filled as Curbside service hours are increased. Tillamook County is in a hiring freeze but there is a process to apply to have vacancies filled. Sara Charlton will meet with Mary Faith Bell about prioritizing the vacancies. Vacancies will be discussed at next board meeting.

Library Services: Remote printing will be added to the list of available services although it will not be advertised. Curbside hours will be increased to 12-5pm at library branches and increased to 9-5:30pm at Main sometime in July. Sara Charlton will provide an update to the BOCC on Wednesday.

Commissioner's Update: Gordon McCraw is trying to obtain a bulk shipment of personal protective equipment for local businesses. Mary Faith Bell asked if the Library would be interested in helping with the distribution of the large shipment. Additional staff may be needed for this project. Mary Faith Bell has additional face masks for library employees. Tillamook County will probably not enter Phase 3 until September. Mask wearing is encouraged.

Betsy Chase asked about Tillamook County's financial position. Future revenue is uncertain. The Budget Committee will meet quarterly.

We have strong candidates for the Library Director vacancy. Also, an offer has been made to a candidate to become the next Tillamook County Pioneer Museum Director.

Sincerely and respectfully submitted, Sarah Beeler