

## **Tillamook County Library Emergency Board Meeting / March 14, 2020**

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

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

**Call to Order:** The meeting was called to order at 10:06am.

**Coronavirus Update:** Mary Faith Bell to meet with Commissioners and declare a state of emergency for Tillamook County over coronavirus pandemic. According to Commissioner Bell, declaring a state of emergency will make Tillamook County eligible for funds which are usually distributed based on population.

Tillamook County Libraries will be closed to the public through March 31<sup>st</sup>. Staff will continue working. Virtual Library resources will be advertised/emphasized. Kanopy and hoopla checkout limits will be increased to 20 and Bill will order a new magazine database, Flipster. During the closure all libraries will undergo a deep cleaning.

Staff development activities will be planned during the closure. YouTube/Facebook videos will be created to supplement database promotional materials. Virtual Branch resources include hoopla, Libby, Kanopy, Flipster, Credo, etc. Wi-Fi is still available.

Community presentations and programs will be canceled through the end of the month. Meeting room reservations will be canceled through March 28, 2020, and later if deemed necessary. The Bookstore will be closed for the duration of the pandemic. Shirleen will notify all volunteers. Bill will notify branch staff; Sarah will notify Main staff and Sara Charlton will send out an email to all employees. Bill Landau to distribute press release to Mary Faith Bell and media outlets including the Headlight Herald, BBQ, North Coast Citizen, Facebook and others.

The board meeting scheduled for 3/19/20 will be conducted via Skype or Zoom (meeting postponed until 3/26/20).

Betsy Chase made the official motion to close during the pandemic. Tillamook County Libraries, all branches, to be closed due to concern over public health and staff safety. The public is urged to use remote services. Staff will be working to provide services to the public. Chris Chiola seconded the motion. Motion carried. Shiela Zerngast, Cheryl Hantke and Sayde Walker approved the motion via phone. The plan is to reopen on April 1<sup>st</sup>, however, that plan may be re-evaluated.

Staff are to self-isolate and stay home if sick. Staff will practice social distancing and wash hands frequently. Communication, as far as possible, is to be conducted by phone/email. Monday-Friday staff will work 8:30am-5:30pm. Tuesday-Saturday staff will work 8:30-5:30pm. Sara Charlton, Library Director, will contact branch building owners about library closures. Kelsey will update the website to share closure information and links to reliable coronavirus sources.

Sincerely and respectfully submitted, Sarah Beeler