

Tillamook County Library Board Meeting : 10.15.2020

Board Members Present :

Betsy Chase (Y) Chris Chiola (Y) Tim Josi (Y) Neal Lemery (Y) Jon Orloff (Y) Sayde Walker(Y)
Shiela Zengast (Y) Commissioner Liaison Mary Faith Bell (N)

Library Staff Present :

Sarah Beeler Sara Charlton Bill Landau Lora Wegener

Guests Present :

Ruth LaFrance

Call to Order :

By : Betsy Chase At : 12:03 P.M.

Items Discussed :

- **Previous Meeting Minutes**
 - Neal moves to approve previous minutes - Sayde seconds - Minutes approved
- **Budget**
 - Sara notes that cleaning supply expenditures are up due to COVID and purchase of plexiglass for all public service desks. As well as additional cost for heavy cleaning through Christianson's - approximately \$1400/month.
 - Jon moves to approve budget - Neal seconds - Budget approved
- **Directors Report**
 - Fixing Library roof over bookstore started 10-15-2020
 - Finished State Report 10-15-2020
 - Peg Miller retired, meaning the Library now has position openings for Library Assistant I & II
 - Retirement party planned for November 6, 2-4pm. Betsy Johnson will attend.
 - Director request the Board approve initiation of hiring process to fill Library Assistant I position in Manzanita – Betsy Chase notes her support as Bill is currently covering Manzanita shifts, taking him away from management responsibilities.
 - Jon moves to approve initiation of hiring process - Sheila seconds - Motion approved
- **Annual Survey Update**
 - Bill shared Library survey link with thousands of patrons who receive Library E-Newsletter
 - Survey closed week of 10-7-2020 (before library reopening to focus responses on service during COVID closure)
 - Paper copies entered into Survey Monkey – online site used for survey creation and information collection
 - Penny Hummel working on analysis and final report
 - Betsy Chase shared Penny's preliminary results and observations. Penny will present the full report during November's meeting.
- **Technology Planning Process**
 - Contract secured with Carson Block (national expert in technology planning for libraries). Will be working with Sara to gain insight to previous plan and state of current technology and later with the new director to look ahead to create new plan.

- Planning will consist of two teams :
 - Core Team – consisting of Bill, Sarah B., Sara C., new Library director, a board member, and a librarian
 - Steering Team – Core Team plus Directors of Oceanbooks, IS
- Director, Commissioner Liaison will meet approximately every 6 weeks
- Current plan lasted 13 years. Network is 10 years old. Sara hopes the new plan can be created to last 5-10 years.
- Requests from patrons include Chromebooks, tablets, hotspots, resume assistance – Sara hopes the new plan will consider and include these requests. Also, results of the Annual Survey provide some initial direction.
- **Discussion of New IS Employee**
 - Board members requested that Sara contact HR regarding the hiring process and the expectation that a Library representative (Sara or a manager) serve on the interview committee.
 - Tim noted that Tillamook County Library funds are a special revenue fund and suggested that if the Library is not included in the recruitment process for a position where Library funds will be used that the Board write a letter to the Board of Commissioners.
 - Tim suggested that a workshop with the Board of Commissioners, Library Board, and management be requested after January 1, 2021 to address the relationship, use of library funds, and contracts between IS and the Library.
- **Library Board Statement on Racism**
 - Statement to be carried to next month's meeting.
- **Search for New Library Director**
 - Reveal of three candidates to staff and wider community 10-14-20
 - Interviews will take place in stages Tuesday – Thursday : Sara, Staff, Community Members, Managers
- **Library Express**
 - Library staff commented that new process is working well and patrons are happy to be back. Only change to Express plan is Library staff being scheduled at the front door full time to greet patrons at Main branch.
- **Foundation Report & Update (Provided by Ruth LaFrance)**
 - Ruth provided updated on Library park
 - Installation of lights, concrete pad, fountain, and benches continue to move forward.
- **Fine Free**
 - Library staff discussed the potential for continuing to be fine free after COVID.
- **Retiring Board Members**
 - Shiela Zerngast and Chris Chiola will be retiring from the board at the end of 2020.
 - Betsy suggests staggering appointments for new board members (on rotation) for continuity of experience and seniority.
 - Shiela suggests utilizing Facebook to assist in search for new board members and looking into previous applicants.

Public Input :

None

Meeting adjourned at 1:33 P.M.