

Tillamook County Library Board- March 21, 2019

Board Members Present: (y) Shiela Zerngast, (y) Chris Chiola, (n) Cheryl Hantke, (y) Ruth LaFrance, (y) Neal Lemery, (y) Betsy Chase (y) Commissioner Mary Faith Bell (phone)

Staff Present: (y) Sara Charlton, (y) Sarah Beeler, (n) Bill Landau, (y) Jessica Darling

Guests Present:

Call to Order: The meeting was called to order by Neal Lemery at 12:10pm. Neal Lemery and Betsy Chase will alternate chairing board meetings.

Motion made by Shiela Zerngast to approve the February minutes with the following correction: Liaison Mary Faith Bell will be included as present or not present on minutes. Motion seconded by Chris Chiola, all in favor. The board expressed appreciation to Sarah Beeler for the excellent minutes.

Budget Report: A replacement transit van has been purchased and is having a step installed. The old van will be sold. The shoreline to the Bookmobile was repaired. There was approximately \$3,000,000 in the bank at February's end. Ruth LaFrance made the motion to approve the budget, seconded by Chris Chiola, all in favor.

Sara provided updated copies of the proposed budget and reviewed recent changes, which included bringing back CREDO and additional funds for Hoopla and Kanopy. There will be an updated county version in a few weeks that she will distribute. The county budget hearing is Tuesday, April 9th at 9:00 AM. The library is first on the agenda. Betsy Chase made the motion to approve the proposed budget and Ruth LaFrance seconded it, all in favor.

Sara thanked the budget committee for their work. She feels they will be helpful in future budget planning, in addition to their role in the strategic plan. Shiela and Ruth will stay on the Budget Committee and continue to be involved.

Director's Report:

Yesterday two trespassers were arrested on outstanding warrants at main. The person who stole the receipt printer at main was recently sentenced to 30 days. We have security cameras throughout the building and outside, whose footage can be downloaded. This camera system led to the identification of the printer thief and their vehicle. County Counsel will be contacted to see if it is an invasion of privacy to have regular monitoring of the system. We may consider additional signs letting people know they are on camera.

There was a discussion of county and library security practices and alarm systems. Sheriff Long has additional input and ideas, but was unable to attend this board meeting due to an emergency. He will be invited to the next board meeting on April 17th. If unable to attend, he will be scheduled for a separate date. Betsy Chase proposed a security assessment that includes our branches. Sara will see if Sheriff Long is able to do it prior to meeting with the board. Metro Group provides security for the county fair, and is one future possibility.

The county and library hired Empowered.Com in Spring 2017 to provide training in defusing and dealing with situations. The library is considering repeating this training.

Manager Bill Landau is doing well and expected back mid-April.

We have two new staff members:

1. Elizabeth Crain, who fills the 19 hour position at Main.
2. Sally Anderson, who fills the 30 hour position at PC.

The unfilled full-time position at Main is currently in the proposed budget.

There has been a lot of sick leave lately, as many in the county are suffering flu, cold and associated illnesses.

The April library board meeting will be held Wednesday, April 17th, due to an OLA conference scheduling conflict. A meeting with Ruth Metz will be scheduled at 9:00 AM that day to walk through the details and schedule of Phase 2 of the Strategic Plan.

Betsy Chase provided an update of Phase 2 of the Strategic Plan. It includes a deep dive and analysis into the budget. The citizen's committee recommended examining the cost of both the current service level and increased service levels. Our Liaison added examining service levels if our current income level was unchanged to this list. The contract for Phase 2 of the Strategic Plan has been resubmitted with additional detail. Ruth Metz is proposing a Phase 2 timeline of April 2019 through August 2019. Mary Faith Bell will research whether the contract needs to be split into two budget years as our fiscal years run July 1 – June 30.

Neal Lemery provided a draft of Library Board Bylaws that he has been working on. He used the State Library Board Bylaws and the Attorney General's public meeting law as guidelines. Discussion was held, and Neal will provide an updated draft based on this input. The board thanked him for his work.

Ruth reported that the Library Foundation is working on a Tillamook Urban Renewal Association (TURA) grant for approximately \$50,000. Chris Chiola is working at getting the phase one estimates required for the grant application.

Public input:

Sara passed around thank you cards from Tax Aide participants, CARE, and a patron. She recently attended a concert by Robert Herman where he performed the song he wrote for the Library's opening.

Mary Faith Bell will provide a date for the upcoming new board member interviews. The board chairs will participate.

Meeting adjourned by Chris Chiola at 1:10 pm

Sincerely and respectfully submitted, Jessica Darling

The next board meeting will be Wednesday, April 17, 2019, 12:00pm