

## **Tillamook County Library Board / December 19, 2019**

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

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

**Guests Present:** none

**Call to Order:** The meeting was called to order by Neal Lemery at 12:06 pm.

**Minutes:** Ruth LaFrance made a motion to approve amended minutes. Chris Chiola seconded. Minutes approved as amended.

**Budget:** A new faucet was installed on the kitchen sink in the staff lounge. A sensor was replaced on the bathroom sink in the Children's Room. A check for \$10,000 was donated for books. Ruth LaFrance moved to approve the budget as presented. Motion approved unanimously by rest of board.

**Director's Report:** The South Tillamook Library needs a security camera system to protect the staff and building (\$9000.00). Keys will be changed at library branches (\$1000.00). Betsy Chase asked if patrons/Friends/Club members/employees with building keys will be required to sign a document acknowledging their responsibility when they take a key. William Fisher won the quilt contest. Penny Hummel is finishing up her report on the survey. Penny will be attending the board meeting next month. Sara is preparing a .79/\$1000 budget for review, as requested by Mary Faith Bell. Hampton Lumber has agreed to provide food platters for the New Year's Eve party and the Tillamook Coliseum Theater will be donating popcorn. Popcorn will be picked up the afternoon of December 31st.

Sara's retirement party will be held on May 29, 2020, 2pm-4pm, at the Tillamook County Library. She would like to invite Senator Betsy Johnson, Mark Labhart, Tim Josi, Jerry Dove, and Sally Underwood to her retirement party. A small presentation/remarks will be planned at 2:30pm. Neal Lemery suggested filming the presentation/remarks. Jane Scott Video Productions will be contacted about filming the event.

**Strategic Plan:** The budget committee has been working on Phase 3 with Ruth Metz. During Phase 3 community groups will be shown levy-rate options in a very tightly prepared educational presentation. A structured feedback form will be handed out at the community presentation programs to get an informal straw poll concerning which rate/services the community may support. Options include maintaining current service levels, enhancing service levels and a look at what the services look like if the current levy rate of .65/\$1000 continues. Mary Faith Bell asked for a fourth option between .65 and .91 cents, and it was decided the fourth options will be .79 for every \$1000 of assessed value. A follow-up meeting with Mary Faith Bell will be held on December 27th.

**Foundation Update:** Ruth LaFrance delivered the paid invoice for the Maxwell Library Park to the City of Tillamook so the Foundation can be reimbursed by TURA. Installation of the dancing children statuary will be postponed until lighting has been installed. Paver stones for the wall will be installed the first week in January. Plantings, walls and stonework should be completed by March. A check was received from the Stepp Family Trust in Manzanita for \$5000. Eight benches have arrived. Three concrete benches have been ordered and will be placed around the tree upon arrival. Plaques will be installed on the benches. Tom Connaughton will oversee

the bronze plaques project. Five paver plaques have been sold. The Foundation will provide \$1500 for food for summer reading, volunteer events, open houses and meetings. Betsy suggested developing guidelines for food purchases.

**Trustee Development:** Sara will obtain/share the passwords for the Oregon State Library training for trustees, <https://www.oregon.gov/library/libraries/pages/continuing-education.aspx>. The training is free through September of 2020.

**Board Vacancies:** Ruth LaFrance suggested changing the end date/beginning date of board vacancies so several members don't go off the board at the same time. Neal Lemery will talk to Mary Faith Bell about staggering board vacancies. Shiela will share some of her ideas with Neal before his meeting with Mary Faith Bell. Shiela would like to encourage exiting board members to continue to attend board meetings so institutional knowledge is passed to new members. The press release for new library board member position will be posted on the Tillamook County Library bulletin board and the Tillamook County Library Facebook page.

The board presented Ruth LaFrance a present thanking her for her many years of service on the Tillamook County Library Board.

**Public input:** none

Meeting went into Executive Session.

Sincerely and respectfully submitted, Sarah Beeler