

Tillamook County Library Board Minutes
Tuesday October 28th, 2025; 2:00 p.m.
Hybrid Meeting

Board Members Present:

Sayde Walker, Jon Orloff, Madeline Olson, and Commissioner Mary Faith Bell

Staff, Commissioner, and Others Present:

Don Allgeier, Katrina Bailey

Call to Order:

Sayde Walker called meeting, without a quorum, to order at 2:06 p.m. on October 28th, 2025.

Public Input:

There were no community members for public input.

Meeting minutes held for approval at this time.

A few edits were proposed to the minutes, and approval was set for the December Board Meeting.

Library Spending Review and Approval:

- Materials and services are trending high in budgetary cost, but this is as expected.
 - Digital subscriptions and magazines roll over for the beginning of the fiscal year and are the main cause of the elevated cost currently.
- Maintenance and repairs also have an elevated cost due to additional unforeseen circumstances.
 - McKinstry is conducting an energy audit that is countywide and the mobile HVAC units were an unexpected but needed cost.
 - Capital outlay will develop in more detail over the fiscal year.

Director's Report:

- New custodian recruitment will be ending this Friday with a planned hire date by December 1st.
- The new Tillabook library website launch has been a success.
 - Systems Librarian Danielle M. attended the ASPEN conference this past month. There she answered questions for other library networks as TCL is a front leader in using ASPEN systems.
- Foundation sponsored the new fountain outside the Main branch which has been progressing well. The fountain is installed, and the water line will be connected next.
- New Bookmobile bid is being sought within the specialty vehicle market.
- Hoopla services were briefly affected this month by the Amazon Web Services outage. Service has been restored.
- Recent events and programs of note:

- South Tillamook County Library Club celebrated their 30th anniversary.
- Mushroom ID Workshop was very popular with over 20 attendees.
- Children's programing event, *Going on a Bear Hunt*, was a notable success with over 60 attendees.
- Annual Halloween Haunted Meeting Room will be constructed soon and will open to the community on October 31st.
 - Community assistance has been greatly valued in the making of tombstone decorations.
- Family Law Basics Program has kicked off and will showcase the law library as a resource. While more interest was given online than in-person, additional program dates are planned.
 - Funding for the Law Library goes towards books, LexisNexis, and specific programs intended to boost engagement.
- Outreach has begun with Garibaldi Elementary School for use of new E-Resource: Tutor.com.
 - The resource is free to access for all active library card holders.
 - Parents, teachers, and students can use Tutor.com as an educational tool in collaboration to best support student learning and growth.
 - Neahkahnie and Nestucca School Districts, Fire Mountain and additional private school were all suggested to further outreach for this resource.
- Bookmobile services meeting was held with Nestucca School's interim superintendent and library director as additional outreach.
- The Oregon Department of Fish and Wildlife (ODFW) and the Tillamook Estuaries Partnership (TEP) have provided salmon eggs to Bay City and Garibaldi branch libraries.
 - All ages are welcome to visit the fish tanks, and the salmon release will be changing this year as a new location has been requested by the program.
- Staff educational endowment funds have reached 50% of set goal and fundraising ends this November.
- Displays and upcoming programs were highlighted.
- Stats
 - Overall circulation is up from last year and holds numbers are down.
 - The holds stats will continue to be lower than previous years as KOHA measures this data differently than Seirra. After a one-year basis then there will be comparison available beyond month-to-month review.
 - Adult programs had recognizable improvement in attendance.
 - Programming librarian Joe Salsman was highlighted for his efforts in program development and marketing.
 - Digital resources are up in use and so is the associated cost.
 - Mango services, a language learned E-Resource, had greater usage than previously seen.
 - Worldbook usage stats are under review at this time.
 - Novelist was clarified as a book and author recommendation software.

Updates

- The Foundation is working on multiple projects currently including the teen space, the Fountain at Main, and the Endowment Fund. Future projects are being looked into for the branches and next fiscal year.
- Commissioner Bell Update
 - Recently welcomed UAS vehicle systems companies and encouraged potential of a tech-hub within the county. Highlighted the library as an important cultural location to promote growth for the county.

Old Business

- None

New Business

- Surveillance policy for Main and Branch libraries has been approved through digital vote, and a live vote is planned for the next board meeting.
 - The policy covers privacy and board order expectations. The only staff with digital review access will be Don A., Luke K., Jenn W., and Will B. and are following ORS standards.
 - The purpose scope of the policy, specifically safety language, covers patron entrance/exit counts as reasonable use.
 - The policy is considered reviewed and approved with an additional review in December when a quorum attends the board meeting.
- Nan Devlin and Romy Carter have both notified their Resignation from the Library board within the year. Two new members will need to be recruited.
 - Commissioner Mary Faith Bell reviewed the recruitment process for the record and a timeframe for new appointments was set. Applications to open in November and interviews to take place at next Board Meeting.
- HVAC System
 - The entire system needs to be replaced with a proposed timeline of completion before summer 2026.
 - McKinstry is putting together a cost estimate for the project. They are county contracted which should hasten the process. It is not a small fix, and proposed cost is substantially above budget projections.
 - Maintenance agreement for previous system was restricted by necessary travel and overtime. Future maintenance agreements will focus on financial responsibilities of breakdown and normal wear and tear.
- No November Board meeting.
- Seabreeze Ice Cream is hosting a fundraising event for CARE in November and plans to host recurring fundraising events for different local non-profits.

Next meeting is set for December 18th.

Meeting called to a close at 3:01 pm by Sayde Walker.