

Tillamook County Library Board Meeting (Virtual): 2.18.2021

Board Members Present :

Betsy Chase (Y) Tim Josi (Y) Neal Lemery (Y) Jon Orloff (Y) Sayde Walker(Y)
Commissioner Liaison Mary Faith Bell (Y)

Library Staff Present :

Sarah Beeler (Y) Geri Godber (Y) Bill Landau (Y) Lora Wegener (Y)

Guests Present :

Ruth LaFrance, Jennifer Byrne - Library Board candidate, Chris Chiola

Call to Order :

By : Betsy Chase At : 12:06 P.M.

Items Discussed :

- **February meeting minutes**
 - Jon moves to approve -Sayde seconds -All approve
- **February budget**
 - Geri noted expenses in Building & Grounds budget line for HVAC repairs in garage after major leak over the weekend.
 - Added expenses in Travel/Training/Mileage line for employees to attend Oregon Library Association Conference in April.
 - Neal moves to approve budget as presented -Tim seconds -All approve
- **Director report**
 - Geri is working through the orientation packet :
 - Attended individual appointments with all Library Staff, County Treasurer, Human Resources, Commissioner Bell, and Damien from IS.
 - Set to meet with Carson Block Tuesday, February 23.
 - Will be traveling to each branch throughout the week.
 - Library Assistant III position has closed. Applications have been assessed; candidates chosen. In the process of setting up interviews.
 - Library Assistant I, Breeze Duvall, has officially started at her permanent position in Manzanita.
 - Branch manager, Bill Landau, will be retiring April 1, 2021.
 - Graffiti was found on the building this morning. Custodian was able to remove.
 - A pump broke in the HVAC system in the garage over the weekend. Jessica Moran noticed water leaking from a light on Tuesday morning. Decision was made to immediately turn off water and boilers, meaning the building had no water or heat for most of Tuesday. An insurance claim will be made due to extensive water damage.
 - All non-essential county buildings, including the library, were closed Friday, February 12, due to inclement weather.
 - Jon moves to approve report as presented -Neal seconds -All approve
- **Strategic Plan Update**
 - Ruth Metz suggests that considering COVID, ie: what has changed? What won't be going back to the way it was? What are the community's needs now and what does that mean to what and how Library services are delivered going forward?

- Commissioner Bell shared status on County Strategic Plan. Currently in "Community Envisioning" stage, gathering information from residents.
- **Other Business**
 - Geri requested permission to bring a reopening plan to the County Commissioners.
 - Recommending maintaining Curbside availability, adding Library Express 15-minute browsing time, 30-minute computer reservation sessions, and limited Saturday hours.
 - Assessing safety measures required to move forward with patron computer use.
 - Noted that Saturday may need tech support.
 - Library capacity is at maximum of 75 people in the building if Tillamook County remains at "Low Risk" on the risk assessment scale.
 - Recommendations for best practices and safety measures from the State Library of Oregon will continue to be referenced.
 - Neal would like input from the Health Department on offering computer use.
 - The board approves Geri moving forward with reopening plan.
- **Foundation Update**
 - When Library reopens the Library Bookstore will be reopening as well.
 - Will need signage to indicate only one patron or family may occupy bookstore at a time for 10 minutes of browsing.
 - Masks, hand sanitizer, and gloves will be required.
 - Ryan Motsinger's proposal for park stage has been submitted.
 - Terry Phillips' proposal for park wall has been submitted.
 - Ruth is hopeful Library Park may be completed in 2021.
- **Statement on Racism**
 - Geri and Sarah are attending a 3-part program on Equity, Diversity, & Inclusion in Libraries; Neal and Sayde will attend as well.
 - Library Board is planning a book club to focus on EDI. Could include community members in future. Considering plans to partner with TCL Adult Summer Reading Program.
 - Continue to work on wording for Library Board's official Statement on Racism.
 - Jon would like to find a way to explain or exchange "white privilege" in part 4h of the statement.
 - Library Board will review the statement after input from Geri and Sarah is received from EDI Training.
 - First book for Library Board book club will be chosen at March meeting.
- **Commissioner Update**
 - A potential director for Tillamook County Human Resources has been interviewed.
 - Commissioners Skaar and Yamamoto have shared preferences for new Library Board appointments.
 - Commissioner Bell stated that the BOC wished they could appoint additional members from the highly qualified pool of applicants. Pros and cons of amending the Library Ordinance to allow for more than the current seven members were discussed.

Public Input :

None

Meeting adjourned at 1:33 P.M.

March 2021: Report of the Director

Human Resources:

- The County Commissioners approved Bill Landau to be retire, rehire to help us out. He will be filling in where needed and doing promotional work.
- On Friday, March 5th the interviews to fill the position vacated by Lora Wegener were conducted. A candidate was selected and offered the position. There was a verbal acceptance from the individual. As soon as it can be announced, staff and the Board know who will be joining TCL.
- The County Commissioners approved four positions on Wednesday, March 10, 2021. Here is the list:
 - Bill's retire, rehire
 - Library Assistant 2 for 40 hours
 - Library Assistant 2 – Courier for 40 hours
 - Library Assistant 1 for 19 hours

Buildings and Grounds, IS Department, & Financials:

- The proposed budget for the FY21-22 is attached to this report.
- The water-return pumps have been replaced. All is well for now. The repair work on the flooring and drywall is being worked out.
- There were some issues with changing thermostat controls at Main. NW Control came out to make some adjustments and to train staff on how to make changes to the system.

Administration:

- TCL will have regular staff meetings. Here is the breakdown:
 - Branch Staff – first Thursday of the month
 - Main Staff – second Thursday of the month
 - All Staff – March, June, September, and December; the months there are all staff meetings there will not be the branch or main staff meetings
- The South County Library Club met on Tuesday, March 9th. The group discussed various topics, but the focus was on the running of their thrift shop.
- The lending and borrowing through inter-library loans are turned off through March 19th. This is because of Lora Wegener leaving and Judy Klingelhofer being on vacation. A priority of Director Godber is cross-training so a situation like this does not happen again.
- Director Godber is working on planning a visit to the Directors in the Oceanbooks network. It is likely to be Tuesday, April 6, 2021.
- Library Express began on Monday, March 8, 2021. All is going well. There have been a few people not wanting to wear masks. They had their holds taken out to them. There have been so many people exclaiming how happy they are to be back in the library! It is a great feeling! Kudos to the staff for making it happen!
- There has been a procedural switch which allows for people to check out materials using their library card or an ID. This has made staff incredibly happy.
- The library card applications can now be taken to groups and whatnot who would like to have a card drive or be able to get cards for people. Also, staff are looking at revamping library card applications because they are overly complicated. Again, this has made staff very happy.

- The staff worked together to figure out future projects:
 - Collection Development: weeding, shifting, and shelf-reading
 - Online registration
 - Committee to review policies
- Institutional Items to Develop:
 - New hire checklist
 - Training schedule/checklist
 - Cross-training
 - Staff flexibility across the system

Community Engagement, Programming, and Library Resources:

- Director Godber spoke with an ESL class about using the library and getting library cards. It went well and hopefully more of these presentations in the future.

COVID-19 Update:

- Tillamook County has moved into the moderate risk category. This began on 3/12/21 and runs through 3/25/21. There will be an update in a couple weeks and hopefully TC will be back at low risk.
- The staff have been very accommodating to new cleaning procedures at Main and the branches. These precautions are meant to keep everyone (staff and patrons) safe.
- It has been expressed to the County Commissioners the importance of keeping TCL as Library Express. Per the state guidelines, libraries are considered in the retail group. This is one of the last groups that are mandated to close. It is hopefully TCL can remain at Library Express until it is safe to fully open back up. Stay tuned.