

Tillamook County Library Board Minutes
Thursday, October 24, 2024; 12:00 p.m.
Hybrid Meeting

Board Members Present:

Sayde Walker, Madeline Olson, Romy Carver, Jon Orloff, Tim Josi, Nan Devlin, Mary Faith Bell, and Jennifer Byrne

Staff, Commissioner, and Others Present:

Don Allgeier, Luke Kralik, Marisa Graham-Collier

Call to Order:

The meeting was called to order by Sayde Walker at 12:00 p.m. on Thursday October 24, 2024.

Public Input:

There were no community members present for public comment.

Approval of September 2024 Minutes and Budget:

The last meeting was recorded, the recording is available on the library website in lieu of written meeting minutes for that meeting. Moving forward we may discuss moving to a meeting recording structure

September 2024 Budget and Spending Report:

This report reflects expenditures through the end of September. Don states we are mostly on track across the board. There is a motion and a second to approve the budget and spending report, the motion passes unanimously.

Director's Report:

- We have sent an offer for the recent recruitment of an LA2 position that will primarily work out of the Tillamook Main Branch and Pacific City Branch. We hope to have them start by November 1, 2024.
- An LA2 at Tillamook Main has resigned and we are recruiting to fill that position.
- Angela Arena is returning for special projects as a librarian who will work with our reference and archive materials to provide better access to our patrons.
- The exterior building painting at Tillamook Main is nearly complete with the roof fix and gutter replacement phases to start after county approval. County permits have been approved.
- The final element of the park project funded by a Tillamook County TLT grant begins this fall. It involves placing the remaining pavers in front of the stage and creating a labyrinth walk design in that area.

- Tillamook County began the process of reviewing job descriptions to make sure that they are comprehensive and clear. The county is working with Trupp HR on this project.
- Luke and Don have met with Envisionware in regard to replacing the self-checkout machines at Tillamook Main. The current machines are out of compliance to receive updates and are no longer covered for maintenance. Envisionware was recently purchased by another company, which has led to our having a new account manager, who will be reviewing the quote provided which was incorrect.
- The library completed an inventory of library materials in the month of October. This effort should assist the migration to Koha next spring to be an easier process as we find items that had been thought of as missing, and mark items missing that we thought were available and are not.
- Tillamook Main staff are working on increasing bilingual signage as well as providing vinyl signage to identify different areas of the library. Luke is working with staff to create signs that use a blue vinyl background so that the area is more navigable without being overbearing.
- On October 17, 2024, the library participated in the Great Shakeout event, practicing evacuating the building and gathering at the nearest meeting point for emergencies.
- On October 17, 2024, Don was appointed to the American Library Association's Core Division President-Elect. This will begin a 3-year term as President Elect, President, and Past President.
- Movie nights on Wednesdays at Main as well as 3rd Fridays at Pacific City have resumed, and we are slowly building an audience for that.
- We have a library exhibit on the history of wine upstairs at Main through October 31, 2024.
- We are providing a New York Times subscription that we are highlighting throughout the fall.
- We began planning for the 2025 Summer Reading Program and will be dividing the work differently this year. The focus will be to grow and sustain the program in a more equitable way and the project does not primarily fall to one person as it has in the past.
- We had an event on Saturday with Consejo Hispano which did not have a great attendance, but we would like to continue to build that partnership.
- Don attended a Friends of Rockaway meeting and addressed questions about materials challenges.
- Don met with the North Tillamook Library president to discuss progress on ADA door installation, completion of roof replacement, and upcoming board transitions.
- South County Library implemented their new ADA library doors.

Data Dashboard

Don would like to note that there is a dip in our overall foot traffic and circulation and community engagement statistics, and we suspect our building construction paired with the post-summer reading program interruption of program offerings are contributing factors. We do not anticipate this trend downward to continue as the construction projects come to an end.

Foundation Update

The foundation is preparing for two new board member candidates to start working with the foundation in November. Things are going well for the foundation in terms of plans and finances. As the completion of the park comes closer, they are in discussions about selecting the next big project.

Commissioner's Report:

Mary Faith Bell reported that the board of county commissioners are very happy with Don's leadership and appointment to ALA Board President. They would love to have him attend a County Commissioners meeting in person so that they can express how proud and honored they are to have Don as the Tillamook County Library director as well as holding such a prestigious position on the National Level.

Strategic Plan Dashboard

Don presented a Strategic Plan Dashboard document to track our progress with meeting strategic plan goals. He also discussed how we have currently been meeting our goals along with reasons for areas where we did not meet the goals. Discussion followed regarding adjusting the goals, specifically for Spanish Language materials circulations.

New Business

- November/December Meeting Schedule: November date would fall on Thanksgiving and December would be the day after Christmas. Proposal to squeeze both meetings into one on either December 12th or 19th pending room availability and board member availability. There will be no board meeting in November.
- Don requests we go back and look at the By-laws for adjustments. Don is requesting a quick summary of board expectations and areas to address. Jennifer Byrne, Don Allgeier, and Madeline Olson will work together as a Bylaw Review Committee who will then make recommendations to the board for adjustments to be made.

The meeting was adjourned at 1:19 p.m.