

Tillamook County Library Board Minutes
Thursday, June 27, 2024; 12:00 p.m.
Hybrid Meeting

Board Members Present:

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

Staff, Commissioner, and Others Present:

Don Allgeier, Jennifer Wells, Luke Kralik, Marisa Graham-Collier

Call to Order:

The meeting was called to order by Sayde Walker at 12:01 p.m. on Thursday June 27, 2024.

Public Input:

April Bailey was present for public comment to advocate for the removal of materials that she feels are inappropriate for children from the children's section. She is requesting an appeal for review on two books citing that they are inappropriate.

No additional community members were present for public comment.

Approval of May 2024 Minutes and Budget:

Unanimously approved with one amendment to add Nan Devlin under board members present.

May 2024 Budget and Spending Report:

This report reflects expenditures through the end of May. In areas that we look significantly underbudget we have large bills coming in June as we end the fiscal year. Tim moves to approve the budget and spending report, Madeline seconds, and the motion passes unanimously.

Director's Report:

- We just completed recruitments for janitor and Library 3 Bookmobile with hopes to have both positions filled by 07/16/2024. We have been supplemented by an outside vendor for our janitorial needs through this process.
- We had an update with our ILS Sierra that went well, but there were some interruptions with online access to accounts. This seems to be clearing up now.
- The 2024-2025 Budget was scheduled for adoption yesterday and was approved with no changes.
- The ADA ramp and stairs for the stage have been completed.

- We are working to develop a contract with TREMCO to fix the roof and gutters at Main with a proposal to come before the board in July. This work will ensure that the siding is in good shape, we are equipped with gutters that are appropriately sized for our roof and will resolve the leak in the bookstore.
- The 2024 Summer Reading Program has begun, we have had a good number of kids sign up early on and are excited to see it taking off.
- We are planning for a Community Conversations program, rebranded as “Let’s Talk About...”, this coming August. The topic has not been determined and we are looking for suggestions.
- One of the magazine bays has been repurposed to a library gallery space, which has its first exhibit on Tillamook Health Literacy from the Tillamook County Health Department. We have scheduled a dinosaur exhibit coming from The University of Oregon Historical and Cultural Museum to follow.
- On July 4th there will be a reading of the Declaration of Independence at 11:00am. The front foyer will be open for restrooms and the reading will be in the park.
- The library will be represented in the Manzanita and Rockaway parades.

Data Dashboard

We identified last time that we had an issue with ‘Holds’ data. This has been fixed and we are now reporting the data for where holds are being picked up, rather than where they were placed. We anticipate that this change will show an increase in holds at the branches and a decrease at Main.

We are continuing to see growth and robust numbers around programs.

Foundation Update

The Foundation Board met last Thursday and discussed how to engage around the Shakespeare performances at the end of summer. They are looking for 2 more board members to join the foundation and it would be particularly helpful if those members come with a high level of fundraising skills.

Commissioners Report:

Mary Faith Bell reported that we adopted the library budget, and it is in good shape due to its special funding. There will be a series of budget workshops to address the expected revenue shortfall in the general fund.

Strategic Plan Dashboard

Don is hoping to get a subcommittee of folks for the strategic plan implementation evaluation. This subcommittee will be looking at measurements that we have, items we have measured in the past, and thinking about a vendor that captures information from a more universal population. We are looking for 2-3 board members for the KPI subcommittee. Sayde states that she can make herself available and will follow up with board members via email for volunteers.

New Business

- We are interested in reviewing our provision of wifi outside of our hours of operation. Don was approached by a neighbor regarding concerns and issues with afterhours use of library property. He asked that we shut the wifi off after hours because it seems to draw some negative behavior. Don is aware that during COVID many libraries extended their wifi availability and some have reduced it since then. Don believes that we need to be consistent across the county, so if we reduce hours at Main, we will need to reduce them at the branches as well. It is a heavily used service and Don is looking at a consideration of 10:00p.m.-6:00a.m. shut off so that wifi is extended past hours of operation, but not available in the later hours when it is harder to monitor our property. There is unanimous agreement that limiting wifi accessibility to 6:00a.m.-10:00p.m. is a reasonable solution.

Strategic Plan Implementation

- Upon review, we have discovered that we are in a far better place than we expected to be with implementing the strategic plan after one year of focused effort.
 - We have hired a Spanish speaking librarian. We have already seen this hire to be helpful in reaching out to people.
 - Annual library card drives have been successful.
 - We have developed our service for homebound patrons, allowing them to receive materials at home, which we are pleased to have been able to do without increasing our staffing.
 - Development of a more sustainable programming plan has made good progress and we have been planning further in advance, allowing us to be more thoughtful about those programs.
 - We have expanded our Book-a-Librarian program to be available at the branches for individualized one on one help.
 - We are increasing the number of available notaries from one to five throughout the county. We have renewed the notary commission for our

notary at the main branch and we have added one at Manzanita and one at Pacific City. Eventually we will have a total of three available at the main.

- Volunteers have been steadily increasing, we have six on board right now and are processing eight more applications.
- The discussion series on community issues has started and will be more consistently offered over the next year.
- We have increased our digital materials offerings through Hoopla and Libby without significantly impacting our budget.
- We plan to launch the dashboard for implementation of the strategic plan as we develop definitions for what applies.
- We will be back in July to discuss the plans for year two.
- Mary Faith Bell would like to state that year one really seems to have made real progress.
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Materials Reconsideration Appeal Process

We have been receiving more book challenges recently. We have received two appeals on decisions regarding challenges that have gone through the reconsideration and evaluation process. The Board will manage the appeal process. Board members will receive the original request for removal, Don's response, and a copy of the appeal via email, along with a copy of the policy for this process. As board members, the responsibility is to decide whether our policy and procedure was followed and evaluate whether more should have been done. Comments, feedback, and concerns are to be emailed to Sayde which will then be discussed in July to determine whether the policy was followed. Materials are not required to review but Don will make them available to board members upon request. Sayde encourages everyone to make this a priority and make it a thoughtful review.

The meeting was adjourned at 12:55 p.m.