

Tillamook County Library Board Minutes
Thursday, September 15, 2022; 12:00 p.m.
Hybrid Meeting

Board Members Present:

Jon Orloff, Sayde Walker, Betsy Chase, Tim Josi, Nan Devlin, Jennifer Byrne

Staff, Commissioner, and Others Present:

Don Allgeier, Wendy Stout, Jennifer Wells, Marisa Graham-Collier, Penny Hummel

Call to Order:

The meeting was called to order by Sayde Walker at 12:03 p.m.

Public Input

There were no public comments.

Approval of August 2022 Minutes and Budget:

Jennifer Byrne moved to approve the minutes from the November 2022 meeting of the Tillamook County Library Advisory Board. Tim Josi seconded. All were in favor; the motion carried.

Don reviewed the budget in terms of spending and stated that we are seeing an evening out in categories with heavy costs from the beginning of the year.

- Capital Outlay: Though currently we appear to be significantly underbudget in Capital Outlay, we have upcoming projects with the children's room and upstairs lighting project that we may need to re-evaluate as the original quote was done some time ago.
- Contracted Services: We are seeing a higher than anticipated cost for Hoopla and Kanopy which are charged based on usage which has grown more than we budgeted for even as COVID restrictions dwindle. We did see spikes in the pandemic, but overall, we are seeing an upward trend on demand. These platforms are more user friendly than our other more cost effective options for digital resources through Overdrive and Libby, and it was discussed that perhaps we should find a way to inform our patrons that while this is a service we offer for free, it does come at a cost and so by providing the information we might reduce requests from people who are just looking to sample a book or might check it out without full intention of using the material. Don is open to suggestions for how to achieve this, as we would like to provide information without limiting patron perception of accessibility.

Tim Josi moved to approve the library's spending, Jennifer Byrne seconded; the motion carried.

Director's Report: Don Allgeier

- Update on Branch Manager position – Jennifer Wells started and is present today.
- Director Allgeier gave update on recent staff changes.
- Survey- The patron survey has come to a close with 422 total responses. Analysis is in process.
- Lucky Day Collection- We have debuted a Lucky Day Collection at Tillamook Main this week. This is a collection of new or popular items that are available to pick up in person. The items are checked out for 2 weeks, cannot be renewed or reserved. They do appear in the catalog so patrons will be able to see if a Lucky Day item is in stock, but they can not reserve online or over the phone. As we see how this program works, we may expand it to the branch locations.

- **Safety and Security-** As the weather turns we are seeing an increase in unhoused patrons and an extended time that these patrons are staying on premises throughout the day. Wendy has noticed an increase in people in the parking lot using the Wifi. We are checking in with this population to see what resources they might be in need of as we move into winter as well as monitoring the situation to ensure that this is a balance between providing support and making sure that the building is comfortable and accessible for the entire community.

Jennifer Wells states that the branches have also seen an increase in this traffic, predominantly at Manzanita and Pacific City, likely due to location and the larger size of building.

Saydee informs us that there is an upcoming annual fundraising event for CARE which is one of our local resources. She has seen testimonials from people who credit the library with providing them information for enrolling in the CARE program to get back on their feet.

Don confirms that we have an updated resource sheet to provide to our patrons, however, resources are still quite limited in Tillamook County and often put onto a waitlist and more immediate needs unfortunately seem to have to wait.

- **Data Dashboard-** We are seeing an increase in overall usage except with ILL borrowing.

Strategic Planning:

- Penny Hummel presented a Strategic Planning Schedule from November 2022 to June 2023 and suggests we schedule the board meetings for 2 hours January-June to accommodate extended talks. Don will present this plan to our absent board members to confirm schedule approval. The schedule will be refined and presented at the next meeting.
- **Preview of Survey:** The 422 returned surveys yielded similar results to last year. Overall, it appears that there was a positive response from the community regarding our services and we have improved results in terms of the library being helpful for families and building a better community.

Business Items:

- **Book Challenges and the Current Policy-** Cindy has requested that we have more explicit clarity about the appeals process in terms of materials challenges/reconsiderations. Currently there is a 5-step process in place, the fifth and final step being "A formal response will be issued by the Library Director's Office." Don asks if the Library Board would be a reasonable option to patrons for appealing a Directorial decision. It is decided that it may be best to include information about how to appeal a Directorial decision in the formal response letter rather than writing it into the Procedural policy. Don will check with the County legal team to determine the best way to address these occurrences.
- **Library Consortium with Lincoln County-** Lincoln County is in the process of ensuring that all Lincoln County libraries are on a shared ILS system. There will likely be decisions to be made around a revolving catalog system and consortium; it is proposed that a board member should join the Lincoln County meetings involving this merger which will be revisited next month after everyone has read the first report and proposal.
- **Jon Orloff's Foundation Update-** Electrical and water setbacks has pushed the fountain installation to December. The stage is predicted to be installed by the end of December; the concrete pour has already started. There is a new volunteer working in the bookstore. The bookstore is still leaking.

Future Meeting:

The December 15, 2022, meeting will be a hybrid meeting, with some of us meeting in person, but with an online option to join in.

Adjournment: Sayde Walker adjourned the meeting at 1:32 p.m.

Minutes Completed by Marisa Graham-Collier