NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES
November 19, 2020 6:30 P.M.

1. **CALL MEETING TO ORDER** at 6:31 p.m. by Chair, Suzanne Meenahan

2. **ROLL CALL via Zoom Conference**
   Board Members: Suzanne Meenahan, Chair and Liaison to Foundation; Rebecka Ratcliffe, Vice Chair; Kerrie De Ieso; Crystal Garcia; Tim O'Leary
   Library Director: Will Worthey
   Staff Note Taker: Audrey Smith

3. **ADDITIONS TO AGENDA**
   a. Chair Meenahan accepted Library Director's request to have the topics of cybersecurity and Terri Stewart's retirement added to the Business section of the agenda.

4. **CONSENT CALENDAR**
   a. Minutes for the October 15, 2020 meeting was accepted.
   b. The Library Use Report for October 2020 was accepted.

   In response to Vice Chair Ratcliffe's question about ways to give people more access to the library Wi-Fi, Library Director stated that extending the umbrella of coverage and partnering with neighbors, such as the Chehalem Cultural Center, are possible avenues to pursue. Library Director also confirmed that CCRLS is sending 10 hotspots for patrons to checkout.

5. **PUBLIC COMMENTS**
   None were lodged.

6. **BOARD COMMENTS**
   a. **Current Library Narratives.**
   The Library Director confirmed that up-to-date, replacement public computers were installed earlier this month and the SD card reader, referred to in the narratives, is part of a set of peripheral devices stored at the reference desk. The Library Director explained that patrons can now access the SD feature without borrowing the external reader.

7. **REPORTS**
   a. **Graphic digitization update: Library Director.**
   Library Director stated that he met with Jeff Van Bergen about 6 weeks ago regarding doing a proof of concept and demo setup of SLR equipment for this digitization. Library Director stated that he had not heard back from Van Bergen since then and sent a follow up message about meeting again to do this proof. Chair Meenahan suggested that we reach out to Van Bergen to see if he would like to postpone the meeting during this COVID period. Library Director agreed to reach out.
   b. **LinkedIn Learning usage: Library Director.**
   Library Director reported that the LinkedIn Learning Course Ranking Summary showed the top courses patrons took in the last 30 days. Library Director also stated that he asked Matt Zook, City of Newberg Finance Director, to look into future funding to make LinkedIn Learning a permanent library program.
   c. **Strategic plan survey update: Board Member O'Leary.**
   Board Member O'Leary stated that he and Library Director met to compile the responses of the Strategic Plan 2020-2025 survey questions. Library Director confirmed that the Spanish responses to the survey are still being translated and once the responses and reviews are complete, a library staff

member will format the plan into an official report to present to the Newberg City Council. The Library Director also confirmed that he requested a slot to be held for either Feb. 1st or 15th of 2021 at the City Council meeting to present the new Strategic Plan 2020-2025.

A lengthy discussion ensued during the review of the survey responses. The different options and responses given by the public were considered. These deliberations resulted in the Library Board agreeing to make the following changes to the Strategic Plan 2020-2025 document:

Change years of Strategic Plan
From 2020-2025 to 2021-2026

Objective A Goals
Goal 1 - Change the word "clearstory" to "atrium".
Goal 3 - Remove from strategic plan and make it a task for Library Director to pursue through the Public Works department.

Objective B Goals
Goal 2 - Remove from strategic plan and make survey a task done by the library on a two-year cycle.
Goal 3 - Remove from strategic plan but use patron service stories judiciously in other forms of communication, such as newsletters and messaging to stakeholders.

Objective C Goals
No changes to the goals. Library Director stated that it would be prudent for him and Vice Chair Ratcliffe to first go before Newberg City Council and ask for approval to speak with Dundee City Council about expanding library services to all residents inside the school district boundary.

Objective D Goals
No changes to the goals. All board members agreed the questions raised by these goals need to be revisited on a regular basis. Library Director stated that he will follow up in a newsletter to get suggestions on more material from other Latin American countries.

Board Member Garcia commented that Sherwood Library is near many schools as a reason to a response in the survey about Sherwood Library being a hub for teens. Vice Chair Ratcliffe suggested looking into transportation options to bring students from Newberg schools to the library.

Other items that were agreed upon by the Library Board during this discussion:

1. Library Director will get traffic signs pointing to the additional parking spaces near the Library Annex.
2. Current city website is "clunky".
3. Consider using Instagram and other platforms besides Facebook in messaging to the community.

d. **Foundation response to capital enquiry: Chair Meenahan.**
Chair Meenahan reported that she attended the last Library Foundation meeting by Zoom and Library Director attend in-person. Library Director reported that in their response to his clarifying questions about how money is given and the bylaws, the Library Foundation board members stated that it is a 100% endowment foundation. They cannot donate the restricted corpus money (an amount the Foundation is currently unsure about). The Library Foundation also stated that the structures in place do not permit formation of subcommittees for capital campaigns.

Library Director reported that he would observe the Foundation over time to see if their structures develop to allow for an unrestricted account for capital campaigns/fundraisers. The Library Board agreed to give the Library Foundation time to investigate and work on the bylaws before sending any formal letter to request further information. Chair Meenahan reported that the Foundation wanted to start a legacy club.

8. BUSINESS

a. **Strategic plan next steps: All**
Library Director suggested that we should have an ad hoc meeting for a final review of the strategic plan before presenting it to the Newberg City Council. This would include any design work done by library staff to put the document together. The Library Board agreed unanimously.

b. **Cybersecurity: Library Director**
Library Director reminded board members to complete the online training course regarding cybersecurity that was emailed to their city accounts. Library Director stated that all who interface with the Newberg City network are required to take this training to prevent ransomware and other cyber-attacks.

c. **Terri Stewart Retirement: Library Director**
Library Director informed the Board that Circulation Supervisor, Terri Stewart, will retire at the end of December. Library Director also stated that the job posting and interviews for a new supervisor will occur from 11/2020 – 01/2021, and the interview panel will probably include the new City Assistant Manager.

9. NEXT MEETING/STEPS

Library Advisory Board: January 21, 2021.
All board members agreed to cancel the meeting on December 17, 2020 unless it is needed to finalize the Strategic Plan before the Newberg City Council presentation.

10. ADJOURNMENT

The Library Board adjourned at 8:41 p.m.

Submitted: Will Worthey, Board Secretary / Library Director