



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD  
MINUTES**

**February 18, 2021 6:30 P.M.**

**1. CALL MEETING TO ORDER** at 6:32 p.m. by Chair, Suzanne Meenahan

**2. ROLL CALL via Zoom Conference**

Board Members: Suzanne Meenahan, Chair; Rebecka Ratcliffe, Vice Chair and Liaison to Foundation; Kerrie De Ieso; Crystal Garcia; Tim O’Leary

Library Director: Will Worthey

Staff Note Taker: Audrey Smith

**3. CONSENT CALENDAR**

a. Minutes for the January 21, 2021 meeting was accepted.

b. Library Use Report for January 2021 was accepted.

Library Director confirmed the numbers in the Library Use Report are not what it normally should be. Library Director stated that e-circulation, such as through Overdrive, are high and the Circulation staff has been working as fast as they can to keep physical items moving with curbside pickup.

Vice Chair Ratcliffe agreed with the Library Director that it would be worthwhile to explore pivoting more funds toward e-books/e-audiobooks to accomplish Objective B in the 2021-2026 Strategic Plan.

**4. PUBLIC COMMENTS**

None were lodged.

**5. BOARD COMMENTS**

a. **Current Library Narratives.**

Library Director informed the Board that four correspondence from the public came in after the Current Library Narratives were sent to the Board for review. Library Director reported that three of them were positive and one was negative, and were regarding the actions by the library to relabel a current collection under the more accurate genre of “Christian Fiction” as part of the library’s continuing efforts to accomplish goals in Objective D of the 2021-2026 Strategic Plan.

**6. REPORTS**

a. **Current developments with the Library Foundation: Vice Chair Ratcliffe.**

Vice Chair Ratcliffe reported that she attended the last Library Foundation meeting and was confirmed to a seat on its board as an individual. Vice Chair Ratcliffe stated that a liaison to the Foundation from the Library Advisory Board is not an official position in the bylaws of the Library Foundation. Vice Chair Ratcliffe also elaborated on the history of the “4% safe harbor” standard, currently followed by the Library Foundation. Ratcliffe related that in 2006, the Uniform Prudent Management of Institutional Funds Act (UPMIFA) was passed to provide guidance on meeting fiduciary responsibilities when disbursing funds from endowment type foundations.

She explained that a presumption of diligence can be assumed if a Foundation disburses no more than 4% of the total fund balance per year. She explained that the guidance states that anything over 7% might be assumed to be imprudent in the absence of proper justification. Ratcliffe explained that this simplifies the calculation of funds available to grant (and that historic dollar value is no longer part of the calculation). She related that this rule restricts the Foundation from providing discretionary monies from earning above their 4% adopted limit.

Vice Chair Ratcliffe also reported that State laws also restrict spending from the Foundation's endowment, and are more strictly interpreted because the Foundation is less than \$1M. Expenditures that do not meet the "prudence" standard of UPMIFA may be required to be reviewed by the Secretary of State's office and approved. The amount needed for the water mitigation would fall under this requirement, so the Foundation is acting within its fiduciary responsibility to deny those funds at this time. Vice Chair Ratcliffe stated that the Library would do best to look for other sources to fund repairs to the atrium, such as a community partnership and fundraising campaign.

Vice Chair Ratcliffe stated that the Foundation is looking into more flexible ways for people to make donations (such as through an online portal) and professional help with its financials, since it has grown beyond the scope of what a board member can contribute timewise. She elaborated that as the Foundation moves forward with these initiatives, there may be different ways it is able to support the Library in the future, but the timeline is probably 3-5 years.

A discussion ensued about how the Library Board should continue to pursue Objective A1 of the 2022-2026 Strategic Plan in light of the Library Foundation's decision regarding the atrium leaks. These discussions included ways to continue to dialog with the Foundation, starting with inviting a Foundation member to regularly attend the Library Advisory Board meeting, and the idea of involving other organizations, such as the Newberg Area Historical Society, as a fundraising partner given the library's Carnegie legacy.

## 7. OLD BUSINESS

### a. **Newberg City Council response to the 2021-2026 Strategic Plan: Library Director.**

The Library Director stated that the Newberg City Council unanimously approved the Newberg Public Library 2021-2026 Strategic Plan at the February 16, 2021 meeting. The Library Director reported that the attendees were enthusiastic about this plan and council members saw it as a model template for other city departments to follow.

### b. **Report on the meeting with city engineering staff and the Public Works director regarding capital improvements: Library Director.**

The Library Director reported that the City of Newberg has committed \$100,000 to the repair of the library atrium and Public Works Director, Russ Thomas, asked him to create a scope of work that includes an architectural investigation of the entire atrium area. The Library Director stated that he has recused himself in the selection of an architectural firm since he personally knows a senior employee of one of the firms being considered.

## 8. NEW BUSINESS

### a. **Brainstorming session, strategic plans next steps: All**

A discussion ensued regarding the next steps to take in accomplishing the objectives of the newly adopted 2021-2026 Strategic Plan. The Board agreed to the following:

Objective A1: Hire architectural firm using funds allocated from the City of Newberg. A scope of work has already been submitted to the Public Works director by Library Director.

Objective A2 & A3: Pursue both objectives together, since they affect each other, at a later time and make provisions in future fund raising campaigns to allow for any "surplus cash" to be extended to these objectives.

Objective B1: The Library Director will investigate text outreach options. The Board will seek a young ambassador to inform about new social media trends for outreach to the youth population.

Objective B2: Careful survey work needs to be done to gauge patron feeling about future digital shift in the collection development policy.

Objective B3: Pursue permanent funding for LinkedIn Learning program in the library budget and list courses available in promo material. Begin lending ten hotspot units, received from CCRLS, to patrons and set up a Wi-Fi network accessible from the whole cultural district.

Objective C1: Have Vice Chair Ratcliffe start attending Dundee City Council meetings to gain better understanding of the community. In May 2021, begin meeting with key members in the Dundee community, such as the principal of the elementary and the school district superintendent, to explore the concept of a CCRLS mini-branch in the school library in Dundee.

Objective C2 & C3: Based on results from Objective C1, survey work and service level options will follow.

Objectives D1 & D2: Library Director will initiate audits in the various library collections around DEI representation. Chair Meenahan and Board Member De Ieso will explore and collect available demographic data to determine the percentage of Russian-speaking households in the community served by the library.

Objective D3: Library staff is currently developing new policy/procedures for concepts such as a multi-media room for the new Braille Buddy printer service, once COVID “ends”.

Objective D4: Library Director will inquire if CIS (Citycounty Insurance Services) offers free accessibility audits.

## **9. NEXT MEETING/STEPS**

**Library Advisory Board:** March 18, 2021

## **10. ADJOURNMENT**

The Library Board adjourned at 7:53 p.m.

Submitted: Will Worthey, Board Secretary / Library Director