



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

September 15, 2022 7:00 P.M.

- 1. CALL MEETING TO ORDER** at 7:01 p.m. by Vice Chair, Claire Faucher
- 2. ROLL CALL**

Board Members: Claire Faucher, Vice Chair & Student Commissioner; Sharee Adkins, Liaison to Foundation; Kerrie De Ieso; Amanda Houston
Excused: Suzanne Meenahan, Chair; Tim O'Leary
Library Director: Korie Buerkle
Staff Note Taker: Audrey Smith
- 3. CONSENT CALENDAR**

Library Director stated that the numbers for July 2022 has been the largest. Board Member Adkins motioned to accept the Consent Calendar. Board Member De Ieso and Board Member Houston second the motion.

 - a. Minutes for the July 21, 2022 meeting was accepted.
 - b. Library Use Report for July-August 2022 was accepted.
- 4. PUBLIC COMMENTS**

None were lodged.
- 5. BOARD COMMENTS**
 - a. **Current Library Narratives.**

Board members stated some of the narratives they liked.
- 6. REPORTS**
 - a. **Library Update: Library Director.**

Library Director gave the following updates:

 1. Atrium Update: Global Solarium finished the work sealing up the glass panels, but the real test will be when it rains.
 2. Summer Reading Wrap-Up: There were 2,714 participants this year, with 220 families participating in the passport to the parks activity that got them out to CPRD parks, and 2,622 entries for the mascot hunt at 20 downtown Newberg businesses. Library Director emphasized that there is a definite impact on Summer Reading participation numbers between pre-covid years, when library staff was able to visit schools to promote the program, and now, with schools not holding assemblies for library staff to attend to promote upcoming programs. Library staff will visit Dundee and Ewing Young elementary schools next week to promote signing up for library cards.
 3. Issues Outside the Library: There is more garbage left outside the library (e.g. clothes, sleeping bags, foil and lighters) over the last couple of months and library staff has had to conduct daily trash pickup around the library building. There is also an increase in unattended personal items left for the entire day inside the library and the library director had to contact police for a well check on a person doing drugs outside the library's north doors. Library Director stated that she sought legal counsel from city administration and Newberg Police to come up with a plan to remove abandoned items from the library and to trespass individuals engaging in drug activity on library premises.

Public Works trimmed large bushes around the library to deter people from leaving items in them and a 6-ft. fence around the pathway at the east side of the library building and outdoor cameras are being considered. Library Director emphasized that these approaches try to balance between the library as a place for everyone and a safe environment for all. The library staff have already seen some improvements with the procedures that have been implemented.

b. **Strategic Plan Update: Library Director.**

Library Director gave updates for the following objectives in the 2021-2026 Strategic Plan:

Objective A1: Stated earlier in the library updates. Library is also getting estimates for window repairs of the Carnegie building even though this is not technically in Objective A.

Objective D1-4: Library Director attended a Basic Rights Oregon workshop on transgender inclusive libraries to better serve library staff and patrons. Library Director is also on the City of Newberg's ADA committee. Funding to send the Latino Services librarian to the Guadalajara Book Fair has come through, but the amount is not enough to send a second staff member right now. The Braille Buddy printer is currently not working and some recently donated Braille materials cannot be cataloged at this time. However, staff is looking into bringing some Braille books down to the Children's Room so that a mom of a young patron can help the child experience searching for books on the shelf.

Vice Chair Faucher restated the need to discuss the types of metrics to use to measure the progress of Objective D. A discussion ensued about how to come up with categories for measurements and how to gather the data. Library Director stated that she will look into equity audits and report back to the library board on what she finds. All agreed to continue this discussion.

7. **UNFINISHED BUSINESS**

a. **Review of Library Policies: All**

Library Director proposed that the Library Board begin the policy review process with ones that will require Newberg City Council to pass. Library Director suggested the Meeting Room/Facility Policy as the first one to review and Board Member Houston recommended looking at Multnomah's policy and how it is structured as an example. Library Director said she will ask the library supervisory staff for input on this policy and bring these suggestions to the board for a vote or to revise in October.

8. **NEW BUSINESS**

a. **Review of Staff Safety Training for Board: All**

Library Director updated the board on the types of training library staff receive as city employees and as library employees. They are:

City Employees – Heat Safety Oregon OSHA, Newberg Smoke/Poor Air Quality Safety Plan, Cybersecurity, Covid Training – OSHA Temporary Rule, FEMA training with at least two staff in each department attending higher level workshops (during the pandemic, all staff were required to do FEMA 100, 200, 700, 800).

Library Employees - Fire Prevention, Earthquake Emergency Prep & Response, Bloodborne Pathogens, Active Shooter, Mandatory Reporter. Optional training include CPR/AED/First Aid (10 staff currently have) and Opioid Overdose and Bystander Use of Naloxone (6 staff currently have).

b. Library Director stated that the Library Board typically takes the month of August off in the calendar year and proposed to take July 2023 off instead of August 2023. All agreed.

9. **NEXT MEETING/STEPS**

Library Advisory Board:

- a. October 20, 2022
- b. November 17, 2022
- c. No meeting in December 2022

10. **ADJOURNMENT**

The Library Board adjourned at 8:14 p.m.

Submitted by Audrey Smith for Korie Buerkle.