



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

October 20, 2022 7:00 P.M.

- 1. CALL MEETING TO ORDER** at 7:01 p.m. by Chair, Suzanne Meenahan
- 2. ROLL CALL**

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

Board Member Adkins motioned to accept the Consent Calendar and Board Member De Ieso second the motion.

 - a. Minutes for the September 15, 2022 meeting was accepted.
Board Member Houston motioned to accept the Library Use Report and Vice Chair Faucher second the motion.
 - b. Library Use Report for September 2022 was accepted.
- 4. PUBLIC COMMENTS**

None were lodged.
- 5. BOARD COMMENTS**
 - a. **Current Library Narratives.**
Board members stated the narratives they liked.
- 6. REPORTS**
 - a. **Library Update: Library Director.**
Library Director gave the following updates:
 1. Restoration of Carnegie Windows and Front Door: Public Works is getting two more quotes that include closing the gap of the front doors, but does not cover the cement that is crumbling outside the windows. Newberg Library Friends has given \$20,000 that will cover most of the inside repairs.
 2. Issues Outside the Library: Staff continue to find debris and drug paraphernalia outside the library building and use care in disposing of this trash. Public Works is working on fencing around some portion of the library.
 3. Staff Training: One senior librarian received a grant from the State Library of Oregon to take a class on collection development through an EDI lens. Another State Library grant allowed a library assistant to complete a 3-week, continuing education for Children’s Services.
 4. ALA Grant for Computers: Library received a grant from the American Library Association to purchase laptops for library programs. Our librarians have already conducted a computer class at the Chehalem Senior Center and are planning other training opportunities for the community.
 5. Early Bird Rotary Donation for Cultural Passes Program: For the twelfth year, the library received just over \$1,000 to purchase passes for this program. The library was able to add Pittock Mansion, Rice Museum of Rocks & Minerals, and Lan Su Chinese Garden to the list.
 6. Staff Changes: One staff member is resigning in November and will leave an opening for a 30-hour circulation position. A library assistant will add 10 more hours to the schedule and take on the position of Volunteer Supervisor. Hiring for a 30-hour Community Engagement Library

Assistant will open soon. This position uses the remaining hours left by the Library Director's previous position in the library.

7. Annual State Library of Oregon Report: Library Director is working on submitting this annual report.
8. Temporary Reduction of Library Open Hours: With the upcoming staffing shortage, Library Director will ask the City Manager to temporarily reduce library open hours in November & December of 2022, with the hope of filling vacant staff positions by the new year.

b. **Library Foundation: Liaison to Foundation/Board Member Adkins.**

Board Member Adkins reported that she was officially added to the Library Foundation board in September and stated that the Foundation president will be stepping down, along with two other officers who are also retiring. Board Member Adkins said they will attend their last meeting January 2023 and that a committee was established to recruit new members.

7. UNFINISHED BUSINESS

a. **Reviewing and updating "Facility Use Policy": All**

A discussion ensued regarding aspects of the updated Facility Use Policy that included adjourning 15 minutes before library closing, the adult-child ratio, early setup, and reservations made one month in advance. Library Director emphasized that library programs take priority with the use of facility space. Board Member Adkins moved to accept the updated Facility Use Policy with the change that was discussed and Board Member De Ieso second the motion. All board members agreed.

8. NEW BUSINESS

a. **Plan for Library Board interviews – November 17, 2022 (Extra meeting to review applications?): All**

A discussion ensued regarding how the Library Board interviews will be conducted and the list of questions to use. All board members agreed to conduct the interviews on November 17th, beginning at 4:00pm, and in the manner of the previous interviews.

b. **Board Member Questions: All**

Board Member Houston asked if some type of messaging regarding the trash around the library building can be made to library patrons. Library Director said she can prepare some kind of flyer to distribute at library storytimes. Library Director also stated that she will speak with library staff about how to message this situation.

- c. Library Director presented Vice Chair and Student Commissioner Faucher with a recognition of service certificate.

9. NEXT MEETING/STEPS

Library Advisory Board:

- a. November 17, 2022
- b. No meeting in December 2022
- c. January 19, 2023

10. ADJOURNMENT

The Library Board adjourned at 8:23 p.m.

Submitted by Audrey Smith for Korie Buerkle.