



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

November 17, 2022 4:00 P.M.

- 1. CALL MEETING TO ORDER** at 4:00 p.m. by Chair, Suzanne Meenahan
- 2. ROLL CALL**

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

Board Member Adkins moved to accept the Consent Calendar. Board Member Houston second the motion.

 - a. Minutes for the October 20, 2022 meeting was accepted.
 - b. Library Use Report for October 2022 was accepted. Library Director said that the Newberg Public Library continues to have the 2nd largest checkout numbers among all Chemeketa Cooperative Regional Library Service (CCRLS) libraries.
- 4. PUBLIC COMMENTS**

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

Library board members discussed the narratives they liked. Library Director reported on the positive feedback from attendees at two different senior book clubs that were held earlier this week.
- 6. REPORTS**
 - a. **Library Foundation Report: Liaison to Library Foundation/Board Member Adkins**

Board Member Adkins reminded the board that three Library Foundation board members are retiring and outreach is taking place to recruit people to join the organization. She reported that a committee is already working to establish best practices for the recruitment process. Board Member Adkins described what the Library Foundation does and how it supports the Newberg Public Library with its endowments. Library Director described what the Newberg Library Friends organization does and how it uses donations that are not endowments to support library programs and building repairs.
 - b. **Library Director's Report: Library Director**

Library Director reported the following:

 1. Library open hours have changed for the months of November and December 2022 due to a shortage of personnel to fill 70 hours of staff time.
 2. To address the staffing shortage, a circulation position and a community engagement library assistant position will be posted in the following weeks and two current staff have added additional hours to their schedules; one adding five hours to become part-time and another adding ten hours to move to full-time.
 3. There are no signs of leakage in the atrium area of the library during the recent rain storms.
 4. The Latino Services Senior Librarian is leaving for the Guadalajara Book Fair at the end of November to attend the world's largest Spanish language book fair. This trip and the purchase of Spanish language books are funded through grants from organizations such as the Newberg Rotary Foundation.

7. UNFINISHED BUSINESS

a. New Facility Use Policy before City Council on 12/5/2022: All

Library Director stated that the new Facility Use Policy that was adopted by the Library Advisory Board at the last meeting will be going before the Newberg City Council on 12/5/2022.

8. NEW BUSINESS

a. Library Board Interviews: All

At 4:20pm, Library Director announced to all in attendance that the board will review applications at that time, eat dinner, then interviews will commence at 5:00pm. The Library Director also announced how the interviews will be conducted: All eight candidates were sent seven interview questions ahead of the meeting, each candidate will be asked the interview questions that are evaluated by each board member on a Likert scale, and all in attendance are welcome to stay for the entire process. After the announcements, Board Member Adkins excused herself from the rest of the meeting since she is a candidate.

Library Director and Staff Note Taker tallied the interview scores. Board members reviewed the results and made the recommendations:

- 1) Vice Chair Faucher moved to keep the student commissioner board position open and to extend the application closing date. Board Member Houston second the motion. The motion passed. Voting yes: three. Voting no: one.
- 2) Vice Chair Faucher moved to recommend Sharee Adkin, who received the highest points in the interview process, to be appointed to the Library Advisory Board. Board Member O'Leary second the motion. The motion passed unanimously.

9. NEXT MEETING/STEPS

Library Advisory Board:

- a. January 19, 2022
- b. February 16, 2022

10. ADJOURNMENT

The Library Board adjourned at 7:29 p.m.

Submitted by Audrey Smith for Korie Buerkle.