



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

March 16, 2023 7:00 P.M.

- 1. CALL MEETING TO ORDER** at 7:01 p.m. by Board Member O’Leary
- 2. ELECTION OF Chair PRO TEM**
 - a. Board Member Ieso moved to elect Board Member O’Leary to conduct the meeting. Board Member Houston second the motion. All agreed.
- 3. ROLL CALL**

Board Members: Kerrie De Ieso; Amanda Houston; Tim O’Leary
Excused: Suzanne Meenahan, Chair; Sharee Adkins, Vice Chair & Liaison to Library Foundation
Library Director: Korie Buerkle
Staff Note Taker: Audrey Smith
- 4. CONSENT CALENDAR**
 - a. Minutes for the February 16, 2023 meeting was accepted.
 - b. Library Use Report for February 2023 was accepted.
- 5. PUBLIC COMMENTS**

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

No comments.
- 7. REPORTS**
 - a. **Library Foundation Report: Library Director.**

Due to the excused absence of Vice Chair Adkins, Library Director gave the Library Foundation report. Library Director stated that the Foundation Board is working to establish an application and background check process, and is voting on new members as well as voting in new executive board members. She said the date for the next Foundation meeting has not been set yet.
 - b. **Library Director’s Report: Library Director.**

Library Director reported the following:

 - i. It has been quieter, with less disruptions, at the library lately. Staff have also acted quickly to remind patrons of library policies.
 - ii. The fence should be going up soon around a portion of the back of the library. Dig markers have been set for the fence.
 - iii. Chosen Windows gave the final estimate for the Carnegie building window repairs and will give a start date soon.
 - iv. A new quote for indoor security cameras was received after another building walk-through. Library Director wrote two grants to help pay for the installation of these cameras. The library received one grant from CIS for \$6,800 to partially cover the costs and will find out the status of the second grant from Austin Industries at the end of March.
 - v. The library did not fill the Community Engagement position and is looking at options to accomplish community engagement tasks with current staff and opening another library assistant position.
 - vi. Library Director is making a presentation titled, “Libraries and the Freedom to Read” at City Club at the Chehalem Cultural Center on 3/21/2023 at noon.

8. UNFINISHED BUSINESS

a. **Library Courtesy Policy: All**

Library Director conveyed the recommended changes to the Library Courtesy Policy by the City's legal counsel. She also stated that a recommendation was made to create a Library Board Trespass Reconsideration Form.

Board Member De Ieso moved to approve the Library Courtesy Policy with the one amendment. Board Member Houston second the motion. All board members agreed.

Library Director stated that the Library Courtesy Policy is expected to go before the Newberg City Council at the March 20, 2023 meeting.

9. NEW BUSINESS

a. **Library Board Interview Questions for Student Commissioner: All**

Library Director reported that there has yet to be any student commissioner applicants and recommended that adjustments be made to the interview questions to make them more applicable to student commissioner candidates. All board members agreed to do so at this time and a discussion ensued about changes to the interview questions. All board members agreed to conduct the student commissioner candidate interviews during the Library Advisory Board meeting on April 20, 2023 at 7:00p.m., and to send the interview questions to the candidates ahead of time.

Board Member Houston moved to accept the revised student commissioner interview questions. Board Member De Ieso second the motion. All board members agreed.

b. **Library Board Trespass Reconsideration Form: All**

Board members reviewed the Trespass Reconsideration Form and a discussion ensued about changes to the document. Library Director stated that she will make the wording changes discussed tonight and present the revised document at the next library board meeting on April 20, 2023.

c. **Library Elevator Speech: All**

Library Director suggested to postpone this topic until the next meeting. All board members agreed.

10. NEXT MEETING/STEPS

Library Advisory Board:

- a. April 20, 2023, 7:00 p.m.
- b. May 18, 2023, 7:00 p.m.
- c. June 15, 2023, 7:00 p.m.

11. ADJOURNMENT

The Library Board adjourned at 8:39 p.m.

Submitted by Audrey Smith for Korie Buerkle.