



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

November 16, 2023 7:00 P.M.

- 1. CALL MEETING TO ORDER** at 7:00 p.m. by Chair, Suzanne Meenahan
- 2. ROLL CALL**
Board Members: Suzanne Meenahan, Chair; Sharee Adkins, Vice Chair & Liaison to Library Foundation; Amanda Houston; Tim O’Leary; Katie Wharff, Student Commissioner
Library Director: Korie Buerkle
Staff Note Taker: Audrey Smith
- 3. CONSENT CALENDAR**
Vice Chair Adkins moved to accept the Consent Calendar. Board Member O’ Leary second the motion.
 - a. Minutes for the October 19, 2023 meeting was accepted.
 - b. Library Use Report for October 2023 was accepted.
- 4. PUBLIC COMMENTS**
None were lodged.
- 5. BOARD COMMENTS**
 - a. **Current Library Narratives.**
Vice Chair Adkins appreciated the breadth of the narratives this month.
- 6. REPORTS**
 - a. **Library Director’s Report: Library Director.**
Library Director reported the following:
 - i. Cozy Reading Program – Will begin Sat., Nov. 18th. Jetti the Yeti is the mascot for the search this year and will be hidden in a new place at the library each week for program participants to find. Library Director passed out examples of Cozy Reading participant logs.
 - ii. Library Open House on Sat., Nov. 18th – Library’s new outreach staff is taking the lead in preparing for this event. Library tours, a scavenger hunt, refreshments and cake, and info tables from various Newberg Library affiliated organizations are planned for this day.
 - iii. Lego Event on Sat., Dec. 18th – Current Lego Masters TV show contestant, Kelly Bartlett, will make a presentation at the library about being on the game show.
 - iv. Carnegie Window Repair – Chosen Windows will be back during the week of Dec. 11th to reinstall the large, refurbished windows in the Carnegie Room. Mid-January is still the projected time for the completion of this project.
 - v. Additional Repairs to Library HVAC System – More work needed to be done on the HVAC system after the recent upgrade due to aging wirings that were not compatible.
 - vi. Upcoming Library Closures – The library will close on Thurs. and Fri. of Thanksgiving week and will be open on Sat., Nov. 25. It will also be closed on Sat., Dec. 23 and will open back up on Dec. 26. There are no additional closure dates for New Year’s Day since the library is already closed on Mondays.
 - vii. Update on Vandalized Books – The person responsible for the recent incident of vandalized books apologized and paid for the four damaged books.
 - b. **Newberg Library Friends Report: Library Director.**
Library Director reported that the lobby sales and online sales are doing well and that there are currently many Christmas-themed items for sale on the shelves.

7. UNFINISHED BUSINESS

- a. None

8. NEW BUSINESS

- a. **New Art Policy: All**

Library Director gave board members a draft of the new Art Policy to review. Library Director also proposed that an Artwork Committee be established, made up of board members and staff, who will use the Art Policy to evaluate whether a piece of donated art should be accepted or not. After a discussion ensued among the board members, Board Member O’Leary moved to accept the Art Policy with changes. Student Commissioner Wharff second the motion. The motion passed unanimously.

Board members agreed to having an Artwork Committee and the Library Director asked if there are any board members willing to volunteer for it. Chair Meenahan volunteered. Library Director stated that she will now ask for library staff to volunteer.

- b. **Update on 2021-2026 Strategic Plan Objectives: Library Director**

Object D: Library Director reported that at the next library staff meeting in January 2024, staff from the State Library will make a presentation about its Braille and Talking Books program and will advise on how to increase the circulation of Newberg Library’s Braille collection. Library Director also stated that at the February staff meeting, Newberg community member and small business consultant, Roy Gathercoal, will make a presentation on how to create a library environment that is more accessible to patrons with disabilities. Library Director said that Gathercoal has extensive experience advocating for people with disabilities.

Object B: Library Director stated that the staff member whose job responsibilities were reorganized to include a focus on website maintenance and social media messaging is doing a good job. She also said that the library’s outreach staff is relaunching the Homebound program, and flyers about this service will be sent out with Meals on Wheels. Library Director stated that there was a call out for volunteer drivers for this program and there were many responses to help with deliveries.

Library Director gave an account of her trip to the old farmhouse at Riley Park, a CPRD property that was going to be made into a living history museum. She said the plans for the museum have ceased and there are many historical documents stored in this farmhouse (that is not climate controlled) about the Chinese migrant camp that was in this area and the Kalapuya tribe. Library Director stated that she will go to CPRD in January to propose a plan to house these documents at the library, for the foreseeable future, so that library staff and volunteers can catalog the items. Library Director also spoke about the idea of having the Newberg Historical Society partner with the library, so that it can have events in the library space and library staff can promote and bring more people to its events.

Library Director also gave an update on the Newberg Graphics digitization project, stating that the scanner has arrived at City Hall and the next step is to train staff and volunteers on how to use it.

- c. **Board Planning for 2024: Library Director**

Library Director asked board members to email her about any topics they would like to discuss for next year, such as questions they have regarding library processes and procedures, what they would like to know about the library, or policies to review in the coming year.

9. NEXT MEETING/STEPS

Library Advisory Board:

- a. No meeting in December.
- b. January 18, 2024, 7:00 p.m.

10. ADJOURNMENT

The Library Board adjourned at 8:01 p.m.

Submitted by Audrey Smith for Korie Buerkle.