



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

**January 26, 2023 7:00 P.M.
(Rescheduled From 01/19/2023 Due to Library Closure)**

1. **CALL MEETING TO ORDER** at 7:04 p.m. by Chair, Suzanne Meenahan
2. **ROLL CALL**
Board Members: Suzanne Meenahan, Chair; Sharee Adkins, Liaison to Library Foundation;
Kerrie De Ieso; Amanda Houston; Tim O'Leary
Student Commissioner: Vacant
Library Director: Korie Buerkle
Staff Note Taker: Audrey Smith
Guest: Claire Faucher
3. **CONSENT CALENDAR**
 - a. Board Member Houston moved to accept the November 17, 2022 minutes and Board Member Adkins second the motion.
Minutes for the November 17, 2022 meeting was accepted.
 - b. Board Member Adkins moved to accept the Library Use Report for November and December 2022 and Board Member De Ieso second the motion.
Library Use Report for November and December 2022 was accepted.
4. **PUBLIC COMMENTS**
None were lodged.
5. **BOARD COMMENTS**
 - a. **Current Library Narratives.**
Board members all agreed these library narratives had many sweet stories.
6. **REPORTS**
 - a. **Library Director's Report: Library Director.**
Library Director gave the following updates:
 - i. Cozy Reading Program: Participation for this winter program went very well.
 - ii. New Library Hours: Patrons are happy with the new library open hours. Library Director is anticipating that January library use statistics will increase.
 - iii. Kids' Craft Sale in December: This event was well attended and crowded. Library staff are planning to have two sessions next year to alleviate the crowding.
 - iv. Library Staffing: Someone has been hired to fill the circulation position. There were over thirty applications received for this job posting. The application deadline for the Community Engagement position is February 1, 2023.
 - v. Guadalajara Book Fair: The Latino Services Senior Librarian returned from this trip and reported that it went well and that many Spanish language books were purchased for the library's collection.
 - vi. Incidences at the Library: A "no food in the library" policy was recently implemented due to excessive litter from food being consumed in the building. There has also been an increase in the following incidences at the library: Disruptions from loud arguments between individuals, excessive episodes of screaming children unattended to by caretakers, evidence of defecation in public areas of the library, and individuals bringing large amounts of personal items into the library.

- vii. Staff Training: Staff is training this month on the library's emergency action plan and on handling toxic substances.
- viii. Donations for the Carnegie Building Window Repairs: Donations exceeded expectation. Currently, the Newberg Library Friends have received over \$26,500 to be used for this project.
- ix. Going Fine Free: The library is considering going fine free in the next fiscal year, as several libraries in CCRLS have already done so. Damaged or lost items will continue to be charged a fee, but overdue fines will not.
- x. Pursuing Grant For Security Cameras: Library Director is working on a grant to purchase additional security cameras around the library building to tie into the current security system.

Library Director also requested to add a review of the revised library Courtesy Policy under the New Business agenda tonight and all board members agreed.

7. UNFINISHED BUSINESS

a. Thank You To Claire Faucher For Her Service to the Library: All

The Library Board expressed their appreciation, and extended well wishes, to Claire Faucher. Brownie and ice cream were served.

8. NEW BUSINESS

a. Review the revised Library Courtesy Policy: All

A discussion ensued regarding the changes and additions to this policy. Board Member De Ieso motioned to accept the Library Courtesy Policy with the noted changes. Board Member Houston second the motion. All board members agreed.

b. Elect Vice Chair: All

Chair Meenahan reviewed the responsibilities of the vice chair position. Board Member De Ieso motioned to nominate Board Member Adkins to Vice Chair and Board Member O'Leary second the motion. All board members agreed.

c. Set General Calendar For 2023 Items: All

Library Director suggested to postpone the discussion of this agenda item to the next meeting and all board members agreed.

Library Director also handed out a list of online learning courses, from the American Library Association's Trustee Academy, for the board to review and consider doing on their own or together at a meeting. Library Director asked board members to give their preferred method of engagement at the next board meeting and a decision can then be made about taking the courses together or individually.

Library Director stated that recruiting for the student commissioner vacancies throughout the City of Newberg will reopen after the new city council begins its session.

9. NEXT MEETING/STEPS

Library Advisory Board:

- a. February 16, 2023, 7:00 p.m.
- b. March 16, 2023, 7:00 p.m.
- c. April 20, 2023, 7:00 p.m.

10. ADJOURNMENT

The Library Board adjourned at 8:43 p.m.

Submitted by Audrey Smith for Korie Buerkle.