



NEWBERG PUBLIC LIBRARY ADVISORY BOARD

MINUTES

August 15, 2019 7:00 P.M.

1. **CALL MEETING TO ORDER** at 7:00 pm by Vice Chair, Rebecka Ratcliffe
2. **ROLL CALL**
 - Board Members: Rebecka Ratcliffe, Vice Chair; Kerrie Allen; Crystal Garcia
 - Excused: Suzanne Meenahan, Chair and Liaison to Foundation; Shane Corsetti
 - Library Director: Will Worthey
 - Staff Note Taker: Audrey Smith
3. **CONSENT CALENDAR**
 - a. Minutes for the July 18, 2019 meeting was accepted with one change to wording.
 - b. Library Use Report for July 2019 was accepted.
4. **PUBLIC COMMENTS**

None were lodged.
5. **BOARD COMMENTS**
 - a. Feedback on current Library Narratives: Vice Chair Ratcliffe enjoyed reading the narratives. Library Director described the process in place for library staff to submit these narratives. Board member Garcia asked if the board should also submit Library Narratives they may have and said she has one to share. Board member Allen encouraged this practice and all agreed.
 - b. Vice Chair Ratcliffe inquired about notifications to board members by Library Director to check their City of Newberg email accounts when new material is sent. Library Director will set up a system.
 - c. Board member Garcia informed that the online donation link on the library website does not work.
6. **BUSINESS**
 - a. **Discussion of the revised Internet Use Policy: Will Worthey.**

Vice Chair Ratcliffe proposed changing the phrase “sexually explicit” to the more specific term “pornographic”, but was willing to keep the original phrase if it is more useful to library staff in the enforcement of the policy. Board member Allen proposed to keep original phrase to give staff more leeway to evaluate each situation in the enforcement of this policy and all accepted.
 - b. **Discussion of the revised Collection Management Policy: Will Worthey.**

The last page of this policy was updated to meet current standards. Board member Garcia asked if this was necessary. Library Director explained it is standard practice in the OLA/ALA. Board member Allen proposed to accept the policy. Board member Garcia second and all accepted.
 - c. **Overview of strategic plan goals: Kerrie Allen.**

Each goal in the Strategic Plan 2015-2020 was reviewed and the following sections were identified as yet to be completed: 1.3, 1.6, 1.7, and 3.3. Board member Allen stated that much of the plan has been accomplished.
7. **REPORTS**
 - a. **Building improvements verbal report: Will Worthey.**

Library Director stated the library is in the rotation for improvements this year, according to City of Newberg’s Public Works superintendent, Russ Thomas. A light switch was installed to replace using the electrical panel that was used for turning lights on/off on the second floor. De-laminated wood, the gutter, and lighting were identified as issues to be resolve around the building. The following

items are in progress: Replacing indoor lights with LED bulbs, painting trim of the building with matching color, fix leak with a possible plastic solution, and Library Annex repairs and Sept. 11th clean out.

8. NEXT MEETINGS/STEPS:

Library Advisory Board: September 19, 2019.

Library Foundation Meeting: Foundation/Library Board mixer and training session at 5:30pm at the Library.

9. ADJOURNMENT

The Library Board adjourned at 8:17 pm.

Submitted: Will Worthey, Board Secretary/ Library Director