



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES
April 16, 2020**

1. **CALL MEETING TO ORDER** at 5:04 p.m. by Chair, Suzanne Meenahan
2. **ROLL CALL via Zoom**

Board Members: Suzanne Meenahan, Chair and Liaison to Foundation; Rebecka Ratcliffe, Vice Chair; Kerrie De Ieso; Crystal Garcia, Tim O’Leary
Library Director: Will Worthey
Staff Note Taker: Audrey Smith
Guest: Jessica Otto
3. **CONSENT CALENDAR**
 - a. Minutes for the February 20, 2020 meeting was accepted.
 - b. Library E-Book Use Stats for COVID-19 Era 2 was discussed.
4. **PUBLIC COMMENTS**

None were lodged.
5. **BOARD COMMENTS**
 - a. **Current library narratives were shared.**

Along with the current narratives, Library Director also shared how library services have pivoted to serve patrons online during the COVID-19 closure. For example he related how children’s librarians regularly post engaging storytime videos to the library’s Facebook account. Chair Meenahan and Board member De Ieso expressed appreciation for other library online resources, such as Kanopy, an online movie service available to patrons with a Newberg library card.
 - b. **Hobby Share series to launched this month.**

Library Director gave details on a new online program allowing local enthusiasts share their hobby knowledge via Zoom sessions that are hosted by the library. He related that this series will feature topics on birding, woodworking, painting models, and brewing Kombucha. It was revealed that E-books on these subjects will also be made available to check out.
6. **REPORTS**
 - a. **Update on the Newberg Graphic digitization request: Chair Meenahan.**

Chair Meenahan related that she has met twice with representative from the Newberg Graphic to begin the process of clarifying how the digitization and copyright will proceed. She explained that this process is currently postponed due to COVID-19 protocols. She related that Newberg resident, Drew Harrison, has volunteered to head this digitization project as part of this master’s degree practicum.
 - b. **Library budget cutbacks: Library Director.**

The Library Director stated that the Newberg City Manager requested department heads to identify projects to cut due to budget shortfalls created by COVID-19 impacts. The Library Director stated that he identified options that resulted in cutting capital money for next fiscal year, the lay-off of one library staff member, stopping phase three of library building signage, and a furlough of other library staff. The Library Director expressed great sadness at these steps being taken, but stated that he recognized the severity of the emergency and that the whole city and community are being effected. The Library Director stated that library open hours were not affected, but some services will need to

be reduced. Crystal Garcia stated that she knew how hard it would be to get 1 FTE back in the future, and the Library Director agreed.

c. **Other library projects during COVID-19 closure: Library Director.**

The Library Director explained that he sought out other opportunities for the library to serve the community during COVID-19. Since mid-March, the Newberg Public Library has teamed up with sewers to form the Newberg Mask Force to make over 2,107 cloth masks for second-tier healthcare providers in local and adjacent communities. The Library Director explained that the library building serves as a collection and distribution center for these masks, and library staff help cut fabric to make mask kits for volunteers to sew. The Library Director also highlighted the creation of 144 bottles of hand sanitizer to distribute to various city department employees.

7. BUSINESS

a. **Long range plan 2020-2025 setting goals.**

Library Director encouraged board members to continue the process of compiling aspirational goals in the long range strategic plan. In regards to this process, Vice Chair Ratcliffe appreciated the simplicity of the planning process and liked that there are two opportunities for input from the community. Board members present shared current aspirational goals they have compiled and will email Library Director a copy. Such goals include: Agreement with all parties involved to expand the library service area from Vice Chair Ratcliffe and increase awareness of library events with feedback from the community from Board Member De Ieso. Board Member De Ieso also spoke about content/accessibility for patrons who are not able to physically go to the library. Board members discussed ways to create online feedback sites for the library.

8. OTHER COMMENTS

a. **Braille Buddy Printer**

The Library Director described how the new Braille Buddy printer will be used at the library. Using accompanying software, this printer translates typed words into Braille and then embosses on sheets of paper to create books, or transparencies for book cover overlays and signs. This printer will diminish the cost of providing Braille books, which are typically very expensive, to patrons who have expressed a desire for such items at the Newberg Public Library.

b. **Collaboration With Other Organizations**

Board Member O'Leary asked if there was any collaboration between the library and the Newberg School District during COVID-19 closure. Library Director stated that there has been initial brainstorming about how the library can play a role in the distribution of digital textbooks, but that nothing further has occurred as yet.

9. NEXT MEETING/STEPS

Library Advisory Board: May 21, 2020 (tentatively on Zoom)

10. ADJOURNMENT

The Library Board adjourned at 5:59 p.m.

Submitted: Will Worthey, Board Secretary / Library Director