



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD  
MINUTES  
May 21, 2020 6:00 P.M.**

- 1. THE MEETING WAS CALLED TO ORDER** at 6:02 p.m. by Vice Chair, Rebekah Ratcliffe
- 2. ROLL CALL via Zoom Conference**

Board Members: Rebecka Ratcliffe, Vice Chair; Kerrie De Ieso; Crystal Garcia, Tim O’Leary  
Library Director: Will Worthey  
Staff Note Taker: Ruth Headley  
Excused absence: Suzanne Meenahan, Chair and Liaison to Foundation
- 3. CONSENT CALENDAR**
  - a. The minutes for the April 16, 2020 meeting were accepted.
  - b. Library E-Book Use Stats for April 2020 COVID-19 Era were accepted.
- 4. PUBLIC COMMENTS**

None were lodged.
- 5. BOARD COMMENTS**
  - a. No Library Narratives were submitted at this time, due to closure of the library.
- 6. REPORTS**
  - a. **Update on the Newberg Graphic digitization request:**

With Chair Meenahan absent, the Library Director give an update passed along from Chair Meenahan. It was reported that the Newberg Graphic digitization project is mainly frozen until in-person meeting can begin again.
  - b. **Update on 2020-21 Proposed Budget: Library Director.**

It was announced that the HR department transferred part of their budget, so as to prevent the library book budget from being reduced. The Library Director announced that the budget has lost its capital portion for the next fiscal year. The Library Director announced that Fund-22 has not been impacted.

Regarding the search for a new Latino Services Librarian the Library Director announced that one candidate’s translation test scores came back as highly proficient in Spanish; this is a helpful sign that the search will be successful.
- 7. BUSINESS**
  - a. **Long range plan 2020-2025 setting goals.**

There was a discussion of the possible objectives. Board Member De Ieso proposed incorporating objective C into objective B and E. Vice Chair Ratcliffe agreed that they those objectives could fit under the same umbrella and proposed incorporating C, B, and F into one

objective. Board Member Garcia was uncertain on how F and B fit together, but was willing to take a look at a rewrite to see how it works. Vice Chair Ratcliffe will take the responsibility of combining possible objective C, B, and F into one objective. There was consensus that the goal is to have 3 or 4 objectives to present to the public in order to leave room for objectives brought forth by the public.

The Library Director suggested striking objective E, sub point 3. He stated that this point is already covered by recent goals from the City Council to mandate DEI. He stated that leaving the point in would be redundant and limiting. Board Member Del Ieso suggested changing the language of the point to support the goals of the City Council.

Vice Chair Ratcliffe suggested that we need to make it clear that the library views DEI as important. There was consensus around supporting and enthusiastically modeling the city's DEI proposals. The Library Director is confident in the City Council and their commitment to these goals.

The next steps for the proposed objectives were agreed. It was agreed that the Library Director will set up a document with the rewritten objectives edited by Vice Chair Ratcliffe. All board members will review and comment on the document in turn before next month's meeting.

Board Member O'Leary asked about library reopening plans. The Library Director explained that we will use a "week 0" to get the message out about what to expect when the building is open again. He further explained that staff will ask that people use hand sanitizer, masks, and only send one member of the household to the library at a time. The Library Director explained that the library has made signs to remind people to stand 6 feet apart and has ordered sneeze guards 4 weeks ago. The Library Director stated that the guards had not arrived yet.

Board Member O'Leary wondered about the bathrooms, and their use. The Library Director stated that he has not made a decision about the bathrooms yet, but that the staffing schedule would need to drive the decision. He stated that the initial 60% staffing capacity would limit his ability to get the bathrooms cleaned frequently. The consensus from the Library Board was to lock the bathrooms the first week and keep an eye on the situation after that. The Library Director will close bathrooms and get the message out that the bathrooms will not be available in the library.

## **8. NEXT MEETING/STEPS**

**Library Advisory Board:** June 18, 2020 7p.m.

Next meeting will be held in person with a virtual option available.

## **9. ADJOURNMENT**

The Library Board adjourned at 6:59 p.m.

Respectfully Submitted by Will Worthey, Board Secretary / Library Director