City of Newberg

NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES
July 15, 2021 7:00 P.M.
Meeting Held Electronically Due to COVID-19 Pandemic

1. **CALL MEETING TO ORDER** at 7:01 p.m. by Chair, Tim O'Leary

2. **ROLL CALL via Zoom Conference**
   Board Members: Tim O'Leary, Chair; Kerrie De Ieso; Crystal Garcia; Suzanne Meenahan
   Student Commissioner: Claire Faucher
   Absent: Rebecka Ratcliffe, Vice Chair and Liaison to Foundation
   Library Director: Will Worthey
   Staff Note Taker: Audrey Smith

3. **CONSENT CALENDAR**
   a. Minutes for the June 24, 2021 meeting was accepted.
   b. Library Use Report for June 2021 was accepted.

4. **PUBLIC COMMENTS**
   None were lodged.

5. **BOARD COMMENTS**
   a. **Welcome Claire.**
   Board members welcomed Student Commissioner Faucher to the Library Advisory Board.
   b. **Current Library Narratives.**
   Board Member Meenahan enjoyed reading the narrative about someone shouting across the street in downtown Newberg to the assistant library director about their appreciation of the new library hours.

6. **REPORTS**
   a. **None.**

7. **OLD BUSINESS**
   a. **Visit from Global Solarium – a DECA subcontractor: Library Director.**
   Library Director reported that DECA's subcontractor sent a proposal the morning of this board meeting regarding the atrium leak of Objective A1 in the 2021-2026 Strategic Plan. Library Director stated that he will meet with the City's engineer and director of public works to gain a better understanding of the three options in this proposal and recommended course of action, especially when all options are only temporary fixes to the problem. The options are:

   Option 1: Covering glass with a special gas barrier ($26,000 with no warranty)
   Option 2: Rehabilitating damaged parts of glass panel ($25,000 with 3-5 year warranty)
   Option 3: Complete removal and replacement of glass system ($72,000 with 5 year warranty)

   Library Director stated that DECA ultimately feels a redesign of the roof would be the best long term decision since none of the proposed options have a warranty past 5 years and a redesign will give the City capabilities to maintain the structure itself.

A discussion ensued regarding the benefits and disadvantages of each option and the feasibility of raising capital for a new roof. Library Director recommended Option 2 to give extra time for fundraising through multiple channels since one of the channels, the Library Foundation, is currently not willing to fund capital improvements.

He stated that the annual donation from the Library Foundation is currently about $20,000 and another $11,000 through Newberg Library Friends. Board Member Garcia suggested and Board Member De Ieso agreed that the Board should let the Library Foundation know its intentions to preserve the library building by pursing Option 2 and to initiate a capital campaign to fund a redesign of the roof to permanently fix the atrium leak. Library Director expressed the opinion that pursuing Option 2 will give the city an opportunity to be in a better economic situation in the coming years and the culture of the Library Foundation may also change during this time; a change of opinion regarding support of capital improvements.

b. **Initial moves on Dundee membership: Vice Chair Ratcliffe.**
Chair O'Leary requested that this agenda item be moved to the next meeting. Library Director stated that he will contact Vice Chair Ratcliffe before the next meeting to follow up.

8. NEW BUSINESS

a. **New logo designs, examine the two options within the new city color pattern.**
A discussion ensued regarding the two new logo options, labeled Version 1 and Version 2. Board Member De Ieso motioned to accept Version 1 and Board Member Meenahan second the motion. All board members voted in favor of new logo design Version 1.

9. NEXT MEETING/STEPS

a. **No meeting in August.**
b. **In person Library Advisory Board meeting:** September 16, 2021

10. ADJOURNMENT

The Library Board adjourned at 7:50 p.m.

Submitted: Will Worthey, Board Secretary / Library Director

City of Newberg

NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES
May 20, 2021 6:30 P.M.
Meeting Held Electronically Due to COVID-19 Pandemic

1. **CALL MEETING TO ORDER** at 6:28 p.m. by Chair, Suzanne Meenahan

2. **ROLL CALL via Zoom Conference**
   Board Members: Suzanne Meenahan, Chair; Rebecka Ratcliffe, Vice Chair and Liaison to Foundation; Kerrie De Ieso; Crystal Garcia; Tim O'Leary
   Library Director: Will Worthey
   Staff Note Taker: Audrey Smith

3. **CONSENT CALENDAR**
   a. The minutes for the April 15, 2021 meeting were accepted.
   b. The Library Use Report for April 2021 was accepted.

4. **PUBLIC COMMENTS**
   None were lodged.

5. **BOARD COMMENTS**
   a. **Current Library Narratives.**
   Board Member De Ieso commented on the sweet nature of the narratives that were expressed by young library patrons. In response to Board Member O'Leary's question about the status of the public restrooms in the building, the Library Director stated that they are open again to the public due to the low risk of COVID infection through contact with contaminated surfaces, or objects, as published by the Centers for Disease Control and Prevention. The Library Director stated that circulation staff still does a wipe down twice a day on all surfaces.

6. **REPORTS**
   a. **City Budget committee, an unexpected turn of events for the Library: Library Director.**
   Library Director stated that at the last City Council meeting, a couple of council members surprised him when they asked what the library needed most to serve the public and proposed to give the library more resources. Library Director said he expressed the need for a Latinx Services Librarian, but to get quality applicants, the compensation needed to be competitive given the tight labor market.

   He reported that the proposed library budget was then modified slightly to include a senior library position and now awaits its ratification in the coming month. The Library Director also stated that the qualifications for this position will include written and spoken Spanish language skills and a MLIS. He expressed that the hiring process will include more targeted strategies, such as seeking qualified individuals to apply. Library Director concluded that this new hire will bring the total number of library staff with a MLIS to five. He explained that this includes current library staff, Amanda Lamb, who recently completed her MLIS.

   b. **First pop up vaccination clinic 230 served: Library Director.**
   The Library Director reported that Providence, Yamhill County Public Health, and Newberg Public Library coordinated a one-day vaccination clinic that was held in the library building earlier this month and was well attended, with participants returning for a 2nd dose in the coming weeks.

Board Member Garcia stated that Sherwood Public Library will be using this service in the near future and the Library Director said that he will ask Sherwood staff about their experience with iCurate after they perform the audit.

b. **Election of Tim O'Leary for a full term (to 6/30/2025)**
A discussion ensued among board members about procedures to elect an incumbent board member to a full term. The Library Director agreed to contact the City Recorder to verify such procedures. Board Member O'Leary stated that his is willing to serve a full term.

c. **Selection of chair and vice chair for next financial year**
Library Director suggested and board members agreed to table this discussion until the Library Director can find out more info about the selection process.

d. **Invitation to tour Salem Public Library's remodeled building.**
Chair Meenahan stated that the Foundation Chair of Salem Public Library has invited Newberg's Advisory Board to tour the new building after the remodel is complete and to see if there is interest in pursuing future meet-ups to learn from each other. Board members expressed that this is a possibility to look into. Chair Meenahan suggested the Board should reach out to Newberg Library Foundation members to see if any would like to participate in this tour and Vice Chair Ratcliffe agreed to ask at the next Foundation meeting.

9. NEXT MEETING/STEPS

a. **Library Advisory Board:** Board members agreed to change the meeting date from June 17, 2021 to June 24 at 7 p.m.
b. **Should we meet in July?** Board members agreed to table this item and discuss taking August off at the next meeting.

10. CLOSING QUESTIONS

a. Library Director asked Board Member Garcia for help with the recruitment of the Latinx Services Librarian position. Board Member Garcia agreed to help
b. Board Member Garcia asked if City of Newberg will support dropping fines. Library Director stated that it could be a possibility, but not this financial year.
c. Board Member Garcia asked if Newberg is still requiring masks. Library Director stated that masks are still required because the library does not have a procedure to verify vaccination status as required by the Oregon Health Authority.
d. Chair Meenahan asked if there will be story time in the park for Summer Reading. Library Director stated that Summer Reading events will be held virtually again this year, but procedures may be revisited if Yamhill County's vaccination rate reaches 65%.

11. ADJOURNMENT

The Library Board adjourned at 7:27 p.m.

Submitted: Will Worthey, Board Secretary / Library Director

City of Newberg

NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES
March 18, 2021 6:30 P.M.
Meeting Held Electronically Due to COVID-19 Pandemic

1. **CALL MEETING TO ORDER** at 6:34 p.m. by Chair, Suzanne Meenahan

2. **ROLL CALL via Zoom Conference**
   Board Members: Suzanne Meenahan, Chair; Kerrie De Ieso; Crystal Garcia; Tim O'Leary
   Excused: Rebecka Ratliffe, Vice Chair & Liaison to Foundation
   Library Director: Will Worthey
   Staff Note Taker: Audrey Smith

3. **CONSENT CALENDAR**
   a. Minutes for the February 18, 2021 meeting was accepted.
   b. Library Use Report was accepted.
   Library Director stated that the total physical circulation may reach 200,000 by the end of this fiscal year.

4. **PUBLIC COMMENTS**
   None were lodged.

5. **BOARD COMMENTS**
   a. **Current Library Narratives.**
   Library Director reported that many patrons were happy about this month's reopening of the library building, with only a few who expressed a desire for curbside pick-up to continue at the current COVID level. The Library Director stated that due to the current staffing level, the library cannot sustain the same level of curbside pick-up capacity when the building is opened.

6. **REPORTS**
   a. **Strategic Plan progress tracker: Library Director.**
   Library Director stated that he created the electronic Strategic Plan progress tracker document for board members to keep notes on the progress of the objective goals in the 2021-2026 Strategic Plan. He also encouraged board members to modify the layout as needed so that this document remains useful throughout the duration of these projects.

   b. **Report on visit from Convergence Architecture: Library Director.**
   Library Director reported that the City of Newberg has moved quickly in the support of hiring an architectural firm for the initial study of the atrium leak of Objective A1 in the 2021-2026 Strategic Plan. Library Director stated that the city engineer approved the scope of work he wrote, after adding some modifications, and sent it to five architectural firms for bids. Library Director restated that he had already recused himself at this stage of the hiring process because he personally knew a senior employee at one of the firms. He stated that three out of the five firms submitted a bid. He said the city engineer reviewed the bids and the firm with ties to the library director was not in this group. Therefore, the city engineer has asked the library director to be involved in the next stage of reviewing and scoring the proposals, along with the public works director. The Library Director also stated that the pricing of this initial work was reasonable and the three firms are proposing to give us multiple solutions to fixing the leakage problem.

The Library Director reported that one firm, Convergence Architecture, visited the library building and made a comment that the leak was possibly due to the glass panels being installed in reverse. Chair Meenahan asked if any of them had prior interactions with the City of Newberg. The Library Director confirmed that all five of the initial pool of firms have worked on projects with the city when

7. **OLD BUSINESS**

a. **Demographic data on Russian-speaking residents: Chair Meenahan, Board Member De Ieso.** Board member De Ieso reported that she found demographic data about the languages spoken in the library service area and asked the library director if it needed to be specifically about the Russian language spoken at home. The Library Director responded that for future collection development, the library is interested in statistics that show the number of Russian-speaking households in the area it serves. Board member De Ieso then stated that she will have to do more research to find that information. Board member Garcia suggested that another approach is to ask the Russian speaking population what type of resource they would like from the Newberg Public Library. Chair Meenahan stated that she was aware of a large Russian population in Marion County. The Library Director suggested that the Board roll this discussion to the following month since further research needs to be done.

b. **Initial steps to serve Dundee residents: Vice Chair Ratcliffe.**
Chair Meenahan stated that this topic will be addressed at the next meeting due to Vice Chair Ratcliffe's excused absence.

c. **Newberg Graphic digitization update.**
The Library Director reported that he has not heard back from Jeff VanBergen to schedule a meeting to do a proof of concept for the library and demonstrate how to set up digital SLR equipment for the digitization process. Chair Meenahan volunteered to attempt to reach out to Van Bergen through a mutual friend of theirs.

8. **NEW BUSINESS**

a. None.

9. **NEXT MEETING/STEPS**

Library Advisory Board: April 15, 2021

10. **ADJOURNMENT**

The Library Board adjourned at 7:06 p.m.

Submitted: Will Worthey, Board Secretary / Library Director

NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES
November 19, 2020 6:30 P.M.
Meeting Held Electronically Due to COVID-19 Pandemic

1. **CALL MEETING TO ORDER** at 6:31 p.m. by Chair, Suzanne Meenahan

2. **ROLL CALL via Zoom Conference**
   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

3. **ADDITIONS TO AGENDA**
   a. Chair Meenahan accepted Library Director's request to have the topics of cybersecurity and Terri Stewart's retirement added to the Business section of the agenda.

4. **CONSENT CALENDAR**
   a. Minutes for the October 15, 2020 meeting was accepted.
   b. The Library Use Report for October 2020 was accepted.

   In response to Vice Chair Ratcliffe's question about ways to give people more access to the library Wi-Fi, Library Director stated that extending the umbrella of coverage and partnering with neighbors, such as the Chehalem Cultural Center, are possible avenues to pursue. Library Director also confirmed that CCRLS is sending 10 hotspots for patrons to checkout.

5. **PUBLIC COMMENTS**
   None were lodged.

6. **BOARD COMMENTS**
   a. **Current Library Narratives.**
   The Library Director confirmed that up-to-date, replacement public computers were installed earlier this month and the SD card reader, referred to in the narratives, is part of a set of peripheral devices stored at the reference desk. The Library Director explained that patrons can now access the SD feature without borrowing the external reader.

7. **REPORTS**
   a. **Graphic digitization update: Library Director.**
   Library Director stated that he met with Jeff Van Bergen about 6 weeks ago regarding doing a proof of concept and demo setup of SLR equipment for this digitization. Library Director stated that he had not heard back from Van Bergen since then and sent a follow up message about meeting again to do this proof. Chair Meenahan suggested that we reach out to Van Bergen to see if he would like to postpone the meeting during this COVID period. Library Director agreed to reach out.
   b. **LinkedIn Learning usage: Library Director.**
   Library Director reported that the LinkedIn Learning Course Ranking Summary showed the top courses patrons took in the last 30 days. Library Director also stated that he asked Matt Zook, City of Newberg Finance Director, to look into future funding to make LinkedIn Learning a permanent library program.
   c. **Strategic plan survey update: Board Member O'Leary.**
   Board Member O'Leary stated that he and Library Director met to compile the responses of the Strategic Plan 2020-2025 survey questions. Library Director confirmed that the Spanish responses to

the survey are still being translated and once the responses and reviews are complete, a library staff member will format the plan into an official report to present to the Newberg City Council. The Library Director also confirmed that he requested a slot to be held for either Feb. 1st or 15th of 2021 at the City Council meeting to present the new Strategic Plan 2020-2025.

A lengthy discussion ensued during the review of the survey responses. The different options and responses given by the public were considered. These deliberations resulted in the Library Board agreeing to make the following changes to the Strategic Plan 2020-2025 document:

Change years of Strategic Plan
From 2020-2025 to 2021-2026

Objective A Goals
Goal 1 - Change the word "clearstory" to "atrium".
Goal 3 - Remove from strategic plan and make it a task for Library Director to pursue through the Public Works department.

Objective B Goals
Goal 2 - Remove from strategic plan and make survey a task done by the library on a two-year cycle.
Goal 3 - Remove from strategic plan but use patron service stories judiciously in other forms of communication, such as newsletters and messaging to stakeholders.

Objective C Goals
No changes to the goals. Library Director stated that it would be prudent for him and Vice Chair Ratcliffe to first go before Newberg City Council and ask for approval to speak with Dundee City Council about expanding library services to all residents inside the school district boundary.

Objective D Goals
No changes to the goals. All board members agreed the questions raised by these goals need to be revisited on a regular basis. Library Director stated that he will follow up in a newsletter to get suggestions on more material from other Latin American countries.

Board Member Garcia commented that Sherwood Library is near many schools as a reason to a response in the survey about Sherwood Library being a hub for teens. Vice Chair Ratcliffe suggested looking into transportation options to bring students from Newberg schools to the library.

Other items that were agreed upon by the Library Board during this discussion:

1. Library Director will get traffic signs pointing to the additional parking spaces near the Library Annex.
2. Current city website is "clunky".
3. Consider using Instagram and other platforms besides Facebook in messaging to the community.

d. **Foundation response to capital enquiry: Chair Meenahan.**
Chair Meenahan reported that she attended the last Library Foundation meeting by Zoom and Library Director attend in-person. Library Director reported that in their response to his clarifying questions about how money is given and the bylaws, the Library Foundation board members stated that it is a 100% endowment foundation. They cannot donate the restricted corpus money (an amount the Foundation is currently unsure about). The Library Foundation also stated that the structures in place do not permit formation of subcommittees for capital campaigns.

Library Director reported that he would observe the Foundation over time to see if their structures develop to allow for an unrestricted account for capital campaigns/fundraisers. The Library Board agreed to give the Library Foundation time to investigate and work on the bylaws before sending any formal letter to request further information. Chair Meenahan reported that the Foundation wanted to start a legacy club.

8. BUSINESS

a. **Strategic plan next steps: All**
Library Director suggested that we should have an ad hoc meeting for a final review of the strategic plan before presenting it to the Newberg City Council. This would include any design work done by library staff to put the document together. The Library Board agreed unanimously.

b. **Cybersecurity: Library Director**
Library Director reminded board members to complete the online training course regarding cybersecurity that was emailed to their city accounts. Library Director stated that all who interface with the Newberg City network are required to take this training to prevent ransomware and other cyber-attacks.

c. **Terri Stewart Retirement: Library Director**
Library Director informed the Board that Circulation Supervisor, Terri Stewart, will retire at the end of December. Library Director also stated that the job posting and interviews for a new supervisor will occur from 11/2020 – 01/2021, and the interview panel will probably include the new City Assistant Manager.

9. NEXT MEETING/STEPS

Library Advisory Board: January 21, 2021.
All board members agreed to cancel the meeting on December 17, 2020 unless it is needed to finalize the Strategic Plan before the Newberg City Council presentation.

10. ADJOURNMENT

The Library Board adjourned at 8:41 p.m.

Submitted: Will Worthey, Board Secretary / Library Director

City of Newberg

NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES
August 20, 2020 6:30 P.M.
Meeting Held Electronically Due to COVID-19 Pandemic

1. **CALL MEETING TO ORDER** at 6:34 p.m. by Chair, Suzanne Meenahan

2. **ROLL CALL via Zoom Conference**
   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

3. **CONSENT CALENDAR**
   a. Board Member Garcia motioned to accept the minutes for the June 18, 2020 meeting. Vice Chair Ratcliffe seconded the motion. All accepted.
   b. Library Use Report for July 2020 was accepted.

4. **PUBLIC COMMENTS**
   None were lodged.

5. **REPORTS**
   a. **Graphic digitization request: Chair and Library Director.**
   Board members reviewed the document, "Memorandum of Understanding Regarding Digitization of the Newberg Graphic and Use of Digitized Material" drafted by the City of Newberg attorney. Board Member Garcia opened a discussion to query the idea that the MOU gave away too much of value for the very limited use and functions proposed in the document. Some discussion ensued around these limited but important functions. The benefits of the MOU, if signed by Pamplin Media group were discussed, as well as the disadvantages of the arrangement. Board Member Ratcliffe stated that she felt that the owner of the intellectual property would expect some sort of compensation for the rights they were relinquishing. To Garcia's point the Library Director fully accepted that the use was very limited but still of great value to library staff and patrons. After further discussion the Library Director was tasked with formatting this document on to our letterhead. It was agreed that The Library Director would then pass the final document to Chair Meenahan, and she will then present it to the Pamplin Media Group editors / management.

   b. **Annual benchmarks FY 2019-2020 versus 2018-2019: Library Director.**
   Library Director gave an overview of the data shown in each category of the annual benchmark and pointed out unexpected trends in the three year snapshot. These trends included an unexpected increase in foot traffic compared to previous fiscal years and a significant higher number of registered borrowers (5% growth over the listed years was cited). A decrease in physical circulation, but an increase in e-circulation was noted. A decrease in total revenue was noted. A reduction in the size of the physical collection was noted. The Advisory Board discussed these changed and agreed that they were the result of strategic weeding and Covid related cutbacks. Total reference questions and service hours also showed a decline from the previous fiscal year.

c. **LinkedIn Learning launch: Library Director.**
The launch of the product was covered. It was noted that the Library Foundation and the Austin Recovery Fund each gave half of the amount needed to purchase LinkedIn Learning. The Library Director explained the platforms function to provide video training courses from general knowledge to certification in a wide variety of fields. The courses were described including business, creativity, and IT / technology. The Library Director explained that this e-resource is accessible to patrons with a Newberg Public Library card.

The Library Director stated that monthly usage will be assessed to help determine the value of future funding for this resource and hopes it will be a valuable asset to the community.

6. BUSINESS

a. **Survey work state of play Strategic plan 2020-2025: Board Member O'Leary.**
Board Member O'Leary covered his ten-question survey on the Survey Monkey platform designed to be used during the public input portion of the 2020-2025 Strategic Plan. O'Leary asked board members to help refine and revise these questions since the free version of Survey Monkey only allows a total of ten to be made. After some discussion, prompted by Board Member De Ieso's question about how to best associate the questionnaire to the four objectives of the strategic plan, the Board agreed to several steps.

It was agreed that Board Member O'Leary will turn each of the four objectives into a question on the survey and send another draft of the ten questions for the Board to review. Board Member Garcia also gave the suggestion to format the objectives as a ranking question. Library Director will set up a webpage that will link to the Survey Monkey questionnaire, links to the strategic plan document, as well as invite the public to the next board meeting. This webpage will be publicized through the established library and City of Newberg communication channels.

7. NEXT MEETING/STEPS

Library Advisory Board: September 17, 2020 & October 15, 2020

8. ADJOURNMENT

The Library Board adjourned at 7:25 p.m.

Submitted: Will Worthey, Board Secretary / Library Director

City of Newberg

NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES
June 18, 2020 6:30 P.M.
Meeting Held Electronically Due to COVID-19 Pandemic

1. **CALL MEETING TO ORDER** at 6:36 p.m. by Chair, Suzanne Meenahan

2. **ROLL CALL via Zoom Conference**
   All present:
   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 May 21, 2020 meeting were accepted.
   b. COVID-19 Era May statistics were accepted.

   A brief overview of the library's Summer Reading Program was also discussed by the Board at this time.

4. **PUBLIC COMMENTS**
   None were lodged.

5. **BOARD COMMENTS**
   a. **No Library Narratives at this time.**
   b. **News from board members.**
   Board Member De Ieso mentioned a Facebook post by a local teacher who set up a personal lending library. The library board members agreed to reach out to the poster to do some fact finding and offer assistance.

6. **REPORTS**
   a. **Update on the Newberg Graphic digitization request: Library Chair.**
   Chair Meenahan informed board members that talks with the Newberg Graphic have not recommenced due to COVID-19 concerns and suggested a follow-up call in the near future.
   The Library Director announced that he has agreed to be the mentor to volunteer Drew Harrison who will lead this digitization project as part of a master's degree practicum.

   b. **Update on the Latino Librarian recruitment: Library Director.**
   Library Director stated that two of the three candidates pulled out of the hiring process shortly before the interview process. The third candidate was interviewed and did not meet qualifications in the area of library experience. Recruitment for this position has been suspended until further notice.

7. **BUSINESS**

a. **Long range plan 2020-2025 approving current goals and next steps: All.**
Vice Chair Ratcliffe requested the removal of the word "possible" from the beginning of Objective D of the 2020-2025 Strategic Plan and all board members approved.

Vice Chair Ratcliffe motioned to approve the new 2020-2025 Strategic Plan, subject to further refinement from public input. Board Member De Iseo seconded the motion. The board voted unanimously in favor of the motion. Library Director agreed to format the 2020-2025 Strategic Plan into a circulating document for the next step in the long-range planning process.

8. **NEXT MEETING/STEPS**
Library Advisory Board: August 20, 2020

All board members agreed to cancel the July 16, 2020 meeting.

9. **ADJOURNMENT**
The Library Board adjourned at 7:11 p.m.

Submitted: Will Worthey, Board Secretary / Library Director

City of Newberg

NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES
February 18, 2020 6:30 P.M.
Meeting Held Electronically Due to COVID-19 Pandemic

1. **CALL MEETING TO ORDER** at 6:32 p.m. by Chair, Suzanne Meenahan

2. **ROLL CALL via Zoom Conference**
Board Members: Suzanne Meenahan, Chair; Rebecka Ratcliffe, Vice Chair and Liaison to Foundation; Kerrie De Ieso; Crystal Garcia; Tim O'Leary
Library Director: Will Worthey
Staff Note Taker: Audrey Smith

3. **CONSENT CALENDAR**
   a. Minutes for the January 21, 2021 meeting was accepted.
   b. Library Use Report for January 2021 was accepted.

   Library Director confirmed the numbers in the Library Use Report are not what it normally should be. Library Director stated that e-circulation, such as through Overdrive, are high and the Circulation staff has been working as fast as they can to keep physical items moving with curbside pickup.

   Vice Chair Ratcliffe agreed with the Library Director that it would be worthwhile to explore pivoting more funds toward e-books/e-audiobooks to accomplish Objective B in the 2021-2026 Strategic Plan.

4. **PUBLIC COMMENTS**
None were lodged.

5. **BOARD COMMENTS**
   a. **Current Library Narratives.**
   Library Director informed the Board that four correspondence from the public came in after the Current Library Narratives were sent to the Board for review. Library Director reported that three of them were positive and one was negative, and were regarding the actions by the library to relabel a current collection under the more accurate genre of "Christian Fiction" as part of the library's continuing efforts to accomplish goals in Objective D of the 2021-2026 Strategic Plan.

6. **REPORTS**
   a. **Current developments with the Library Foundation: Vice Chair Ratcliffe.**
   Vice Chair Ratcliffe reported that she attended the last Library Foundation meeting and was confirmed to a seat on its board as an individual. Vice Chair Ratcliffe stated that a liaison to the Foundation from the Library Advisory Board is not an official position in the bylaws of the Library Foundation. Vice Chair Ratcliffe also elaborated on the history of the "4% safe harbor" standard, currently followed by the Library Foundation. Ratcliffe related that in 2006, the Uniform Prudent Management of Institutional Funds Act (UPMIFA) was passed to provide guidance on meeting fiduciary responsibilities when disbursing funds from endowment type foundations.

   She explained that a presumption of diligence can be assumed if a Foundation disburses no more than 4% of the total fund balance per year. She explained that the guidance states that anything over 7% might be assumed to be imprudent in the absence of proper justification. Ratcliffe explained that this simplifies the calculation of funds available to grant (and that historic dollar value is no longer part of the calculation). She related that this rule restricts the Foundation from providing discretionary monies from earning above their 4% adopted limit.

Vice Chair Ratcliffe also reported that State laws also restrict spending from the Foundation's endowment, and are more strictly interpreted because the Foundation is less than $1M. Expenditures that do not meet the "prudence" standard of UPMIFA may be required to be reviewed by the Secretary of State's office and approved. The amount needed for the water mitigation would fall under this requirement, so the Foundation is acting within its fiduciary responsibility to deny those funds at this time. Vice Chair Ratcliffe stated that the Library would do best to look for other sources to fund repairs to the atrium, such as a community partnership and fundraising campaign.

Vice Chair Ratcliffe stated that the Foundation is looking into more flexible ways for people to make donations (such as through an online portal) and professional help with its financials, since it has grown beyond the scope of what a board member can contribute timewise. She elaborated that as the Foundation moves forward with these initiatives, there may be different ways it is able to support the Library in the future, but the timeline is probably 3-5 years.

A discussion ensued about how the Library Board should continue to pursue Objective A1 of the 2022-2026 Strategic Plan in light of the Library Foundation's decision regarding the atrium leaks. These discussions included ways to continue to dialog with the Foundation, starting with inviting a Foundation member to regularly attend the Library Advisory Board meeting, and the idea of involving other organizations, such as the Newberg Area Historical Society, as a fundraising partner given the library's Carnegie legacy.

7. OLD BUSINESS

a. **Newberg City Council response to the 2021-2026 Strategic Plan: Library Director.**
The Library Director stated that the Newberg City Council unanimously approved the Newberg Public Library 2021-2026 Strategic Plan at the February 16, 2021 meeting. The Library Director reported that the attendees were enthusiastic about this plan and council members saw it as a model template for other city departments to follow.

b. **Report on the meeting with city engineering staff and the Public Works director regarding capital improvements: Library Director.**
The Library Director reported that the City of Newberg has committed $100,000 to the repair of the library atrium and Public Works Director, Russ Thomas, asked him to create a scope of work that includes an architectural investigation of the entire atrium area. The Library Director stated that he has recused himself in the selection of an architectural firm since he personally knows a senior employee of one of the firms being considered.

8. NEW BUSINESS

a. **Brainstorming session, strategic plans next steps: All**
A discussion ensued regarding the next steps to take in accomplishing the objectives of the newly adopted 2021-2026 Strategic Plan. The Board agreed to the following:

Objective A1: Hire architectural firm using funds allocated from the City of Newberg. A scope of work has already been submitted to the Public Works director by Library Director.

Objective A2 & A3: Pursue both objectives together, since they affect each other, at a later time and make provisions in future fund raising campaigns to allow for any "surplus cash" to be extended to these objectives.

Objective B1: The Library Director will investigate text outreach options. The Board will seek a young ambassador to inform about new social media trends for outreach to the youth population.

Objective B2: Careful survey work needs to be done to gauge patron feeling about future digital shift in the collection development policy.

Objective B3: Pursue permanent funding for LinkedIn Learning program in the library budget and list courses available in promo material. Begin lending ten hotspot units, received from CCRLS, to patrons and set up a Wi-Fi network accessible from the whole cultural district.

Objective C1: Have Vice Chair Ratcliffe start attending Dundee City Council meetings to gain better understanding of the community. In May 2021, begin meeting with key members in the Dundee community, such as the principal of the elementary and the school district superintendent, to explore the concept of a CCRLS mini-branch in the school library in Dundee.

Objective C2 & C3: Based on results from Objective C1, survey work and service level options will follow.

Objectives D1 & D2: Library Director will initiate audits in the various library collections around DEI representation. Chair Meenahan and Board Member De Ieso will explore and collect available demographic data to determine the percentage of Russian-speaking households in the community served by the library.

Objective D3: Library staff is currently developing new policy/procedures for concepts such as a multi-media room for the new Braille Buddy printer service, once COVID "ends".

Objective D4: Library Director will inquire if CIS (Citycounty Insurance Services) offers free accessibility audits.

9. NEXT MEETING/STEPS

Library Advisory Board: March 18, 2021

10. ADJOURNMENT

The Library Board adjourned at 7:53 p.m.

Submitted: Will Worthey, Board Secretary / Library Director

City of Newberg

NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES
January 16, 2020 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 and Liaison to Foundation; Rebecka Ratcliffe, Vice Chair; Kerrie De Ieso (Allen); Crystal Garcia
   Library Director: Will Worthey
   Staff Note Taker: Audrey Smith
   Absent: Shane Corsetti (resigned)

3. **INTRODUCTIONS**
   All present library board members, library staff, and guest, Thomas Tesmer, gave a brief introduction.

4. **CONSENT CALENDAR**
   a. Minutes for the November 21, 2019 meeting was accepted.
   b. Library Use Report for December 2019 was accepted.

5. **PUBLIC COMMENTS**
   None were lodged by our guest Mr. Tesmer.

6. **BOARD COMMENTS**
   a. **Current library narratives were shared.**
   Library board members stated the narratives that stood out to them. Library Director described in greater detail about the Childcare Connection program and puzzle exchange that were referenced in the narratives and inquired about by board member Garcia.

7. **REPORTS**
   a. **Update on the Newberg Graphic digitization request: Suzanne Meenahan.**
   Chair Meenahan stated there were no new developments to report regarding this matter. Library Director suggested the board extend an invitation to a Newberg Graphic personnel to attend a future board meeting. Chair Meenahan volunteered to make the contact and extend an invitation to the March library board meeting.
   b. **Library Board Member Vacancy**
   Due to the vacancy from Board Member Corsetti's resignation, Board Member De Ieso suggested running an advertisement for two weeks to advertise for this opening. The board members agreed to have the candidates come to the February board meeting for interviews. The Library Director will pursue this course of action.
   c. **Library Foundation**
   Library board members shared information about the Library Foundation after Guest Tesmer inquired about how the foundation functions.
   d. **Follow-up on Pitter-Patter Children's Consignment opportunity.**
   Chair Meenahan brought up the pursuit of opportunities with local business owners, Brandon & Danika Porter, of Pitter-Patter. All board members agreed to invite owners to the April board meeting for an introduction.

8. BUSINESS

a. **Long range plan 2020-2025 setting goals: Will Worthey.**
Library Director restated the agreed upon long range strategic planning steps. Board members discussed the examples and brainstormed on other possible objectives and goals. Some results from this discussion were:

- Library Director and all board members agreed to Vice Chair Ratcliffe's recommendation of inserting a "Session for Public Comments" step after a draft plan is created.
- All agreed to Board Member Garcia's suggestion to add the text "improved usability" to "preserve its physical structure" in regards to the Objective A.
- Chair Meenahan proposed adding a review of exterior lighting as a goal to Objective A.
- The Library Director and board members discussed how the Library Annex is currently used and explored the potential for the building, and if it should be incorporated into the context of the strategic plan.
- Vice Chair Ratcliffe expressed the importance of moving any objectives regarding the preservation of the library structure to the top of the final long range strategic plan.
- Vice Chair Ratcliffe reminded the board that goals of the strategic plan need to be reasonably achievable by the library. Board Member De Ieso added that this reminder also needs to be considered for any partnerships the library has with other entities.
- Library Director shared information about the excellent relationship the library has with its neighbor, who owns the house on the same block.
- All board members agreed to Vice Chair Ratcliffe's suggestion to compile a list of high level objectives to bring to the next board meeting.

b. **Operation Poppins update.**
Library Director informed the board that the logistics are set and volunteers are ready to move books and shelves to expand the Spanish collection, add a new Braille section, and expand the study area. Chair Meenahan will reach out to Brandon Porter about the possibility of video recording of this operation.

c. **Recap of action items for upcoming months.**
Board members and Library Director reiterated items to accomplish in the next few months. These include: Recruiting a new Library Advisory Board member, board members bringing list of objectives/goals to the next board meeting, Library Director sending out a PDF copy of the Foundation newsletter to board members, having board candidates at the February meeting, and Chair Meenahan contacting the Porters about April board meeting invite and video recording Operation Poppins, as well as inviting a Newberg Graphic personnel to the March board meeting.

9. NEXT MEETINGS/STEPS:
Library Advisory Board: February 20, 2020

10. ADJOURNMENT
The Library Board adjourned at 8:22 p.m.

Submitted: Will Worthey, Board Secretary / Library Director

City of Newberg

NEWBERG PUBLIC LIBRARY ADVISORY BOARD

MINUTES
September 19, 2019 7:00 P.M.

1. **CALL MEETING TO ORDER** at 7:02 pm by Chair, Suzanne Meenahan

2. **ROLL CALL**
   Board Members: Suzanne Meenahan, Chair and Liaison to Foundation; Rebecka Ratcliffe, Vice Chair; Kerrie Allen; Crystal Garcia
   Excused: Shane Corsetti
   Library Director: Will Worthey
   Staff Note Taker: Sue Easterly-Eisenberg

3. **CONSENT CALENDAR**
   a. Minutes for the August 15, 2019 meeting was accepted with name corrections.
   b. Library Use Report for August 2019 was accepted.

4. **PUBLIC COMMENTS**
   None were lodged.

5. **BOARD COMMENTS**
   a. The current library narratives from the staff were shared.
   b. There followed a discussion of the digitalization of the Newberg Graphic copies that the library owns. The date for the last copy year for digitization was discussed, and the process that was agreed upon with Pamplin Media Group was considered. There was a discussion about the 1922 permission date within copyright law versus a possible 1950s date. The board discussed pursuing a working relationship with Pamplin for future digitalization projects, and doing outreach in this direction.

6. **BUSINESS**
   a. **Discussion of the Donor Recognition Policy.**
   Vice Chair Ratcliffe volunteered to edit the policy for clarity.

7. **REPORTS**
   a. **Verbal report on the most recent flooding incident.**
   Regarding glass doors in the Children's area: Library Director informed the Board of the architectural design failure that causes these flooding events and the inquiry into replacing the doors with windows. Currently, regular cleaning of the drains outside these doors need to be done to avoid more flooding. The Library Director stated that he will be pursuing quotes and approval for this work.
   b. **Leaking windows by landing.**
   Regarding the stairwell: The large glass windows were not installed properly in this area resulting in leaks when it rains. The Library Director explained that these could be below grade or directly from the glass itself. The consensus was that the Library Board will need to pursue Library Foundation financial support to remedy this situation.
   c. **Monthly library digital newsletter.**
   The library will begin using the Patron Point online service (provided by CCRLS) in October to send newsletters to patrons with existing emails.
   d. **Adult programing at the library.**

City of Newberg

NEWBERG PUBLIC LIBRARY ADVISORY BOARD

MINUTES
October 17, 2019 7:00 P.M.

1. **CALL MEETING TO ORDER** at 7:02 p.m. by Chair, Suzanne Meenahan

2. **ROLL CALL**
   Board Members: Suzanne Meenahan, Chair and Liaison to Foundation; Rebecka Ratcliffe, Vice Chair; Kerrie Allen; Shane Corsetti, Crystal Garcia
   Library Director: Will Worthey
   Staff Note Taker: Audrey Smith

3. **CONSENT CALENDAR**
   a. Minutes for the September 19, 2019 meeting was accepted.
   b. Library Use Report for September 2019 was accepted.

4. **PUBLIC COMMENTS**
   None were lodged.

5. **BOARD COMMENTS**
   a. Current library narratives were shared.
   b. Vice Chair Ratcliffe informed the board that she is meeting with Dundee Elem. principal, Reed Langdon, on how to acquire data for the number of Dundee households in the Newberg-Dundee School District who are currently not served by the library.

6. **REPORTS**
   a. **Update on the Newberg Graphic digitization request (Chair Meenahan).**
   Chair Meenahan will attempt to make contact with Pamplin Media owner to discuss a partnership to digitize copies of the Newberg Graphic the library owns. This process is to preserve the images and make the content of the newspaper searchable for historical research. It was suggested that this digitized resource would only be made available for reference purposes, from one machine at the library. It was suggested that in return, Newberg Public Library could give Pamplin Media a copy of the digitization to use and acknowledge Pamplin's contribution on the library's sponsorship board.

7. **BUSINESS**
   a. **An examination of the improved Donor Recognition Policy (Vice Chair Ratcliffe)**
   Vice Chair Ratcliffe went over the steps of her edit of the Donor Recognition Policy. Chair Meenahan motioned to accept the policy and all were in favor. Board member Garcia asked if donations get funneled to the Library Friends as part of the process. Library Director stated this is a standard practice of libraries, but that larger donations would more often be directed to the foundation for long term projects.
   b. **Do we need to assist the Foundation in recruiting more active members?**
   Board member Allen stated that the Board has directed people, interested in helping the library, to join the Library Foundation in years past. Board members brainstormed on ways to promote future Foundation participation. It was generally felt that no action is needful at this time bar monitoring the situation.
   c. **Library Foundation/Board get-together.**
   Board member Corsetti encouraged planning of future activities for these two groups to meet. Library Director informed of such as opportunity on Nov. 8th when the library, in partnership with the Chehalem Cultural Center, will show a WWI documentary at the Black Box Theater.

d. **Read to Me Program.**
Library Director informed the Board about this new program to promote early literacy.

8. **NEXT MEETINGS/STEPS:**
Library Advisory Board: November 21, 2019.
Library Foundation Meeting: November 20, 2019.

9. **ADJOURNMENT**
The Library Board adjourned at 7:48 p.m.

Submitted: Will Worthey, Board Secretary/ Library Director