



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

November 21, 2024 5:00 P.M.

1. **CALL MEETING TO ORDER** at 5:04 p.m. by Chair, Amanda Houston
2. **ROLL CALL**
Board Members: Amanda Houston, Chair; Sharee Adkins, Liaison to Library Foundation; Julia Kightly; Suzanne Meenahan; Tim O’Leary
Excused: Katie Wharff, Vice Chair & Student Commissioner
Library Director: Korie Buerkle
Staff Note Taker: Audrey Smith
3. **CONSENT CALENDAR**
Board Member Adkins moved to accept the Consent Calendar. Board Member Kightly second the motion.
 - a. Minutes for the October 17, 2024 meeting was accepted.
 - b. Library Use Report for October 2024 was accepted.
4. **PUBLIC COMMENTS**
None were lodged.
5. **BOARD COMMENTS**
 - a. **Current Library Narratives.**
Board members reviewed the narratives.
6. **REPORTS**
 - a. **Library Foundation Report: Library Director.**
Library Director said the Library Foundation has not had a meeting yet and the next one will be on December 10th.
 - b. **Library Director’s Report: Library Director.**
Library Director reported the following:
 - i. Circulation Department Update: The circulation supervisor position has been filled and the new person will start on December 10th. Another circulation position opened unexpectedly, and recruitment will not start until the beginning of December. Until all the positions are filled, the Circulation Dept. will be 80 hours short of staff time. As a result, the library’s open hours have been reduced by two hours on Tuesdays and Wednesdays. This temporary reduction is expected to last until the end of January.
 - c. **Newberg Library Friends Report: Library Director.**
Library Director said that she gave the Library Friends her report at the last meeting but was not able to stay for the rest of it. She also said that Library Friends is doing a great job bringing in money from online and lobby book sales.
7. **UNFINISHED BUSINESS**
 - a. **State Library Report: All**
Library Director said that she recently submitted the annual State Library Report for Newberg Public Library and gave board members a copy of this report to review. Library Director said that the stats from this report (required from all public libraries in Oregon) will be posted in February 2025 by the State Library of Oregon.

8. NEW BUSINESS

a. **Library Interlibrary Loan Policy: All**

Library Director stated that an interlibrary loan (ILL) is an item that is requested from outside of the CCRLS consortium and then elaborated on the proposed changes in the revised Interlibrary Loan Policy. Board members reviewed the policy and Board Member Kightly moved to accept the revised Interlibrary Loan Policy. Chair Houston second the motion. All board members voted in favor.

b. **Meeting Recess**

Board Members took a break at 5:18pm and resumed at 5:31pm to begin board candidate interviews.

c. **Interviews of Library Board Candidates Starting at 5:30pm: All**

Board members used a Likert scale rubric in their interview questions of eight candidates. Library Director and Staff Note Taker tallied the interview scores and after a period of deliberation:

Board Member Adkins moved to recommend Jessi Hopkins-Hubbard to be appointed to the Library Advisory Board. Board Member O'Leary second motion. All board members voted in favor.

9. NEXT MEETING/STEPS

Library Advisory Board:

- a. Thursday, December 19, 2024, 5:30 p.m.
- b. Thursday, January 16, 2025 - to set calendar for 2025 (dates/actions/Strategic Plan)
- c. Thursday, February 20, 2025.

10. ADJOURNMENT

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

Submitted by Audrey Smith for Korie Buerkle.