



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

February 16, 2023 7:00 P.M.

- 1. CALL MEETING TO ORDER** at 7:01 p.m. by Chair, Suzanne Meenahan
- 2. ROLL CALL**
Board Members: Suzanne Meenahan, Chair; Sharee Adkins, Vice Chair & Liaison to Library Foundation; Kerrie De Ieso; Amanda Houston; Tim O’Leary
Library Director: Korie Buerkle
Staff Note Taker: Audrey Smith
- 3. ADJUSTMENT TO AGENDA**
 - a. Library Director requested that the “Preparing Your Board of Trustees” training under agenda item New Business be postponed today and to discuss where board members think there is a gap in knowledge instead. Board members agreed.
- 4. CONSENT CALENDAR**
Vice Chair Adkins moved to accept the Consent Calendar. Board Member O’Leary second the motion.
 - a. Minutes for the January 26, 2023 meeting was accepted.
 - b. Library Use Report for January 2023 was accepted.
- 5. PUBLIC COMMENTS**
None were lodged.
- 6. BOARD COMMENTS**
 - a. **Current Library Narratives.**
No narratives submitted this month.
- 7. REPORTS**
 - a. **Library Foundation Report: Vice Chair Adkins.**
Vice Chair Adkins reported that she was not able to attend the last Library Foundation meeting and will not be able to attend the next one either. Chair Meenahan stated that she can attend the next Library Foundation meeting. Library Director stated that she was at the last meeting and that the Library Foundation held a meet and greet on January 25, 2023 for people interested in joining the Foundation. Library Director elaborated that those who want to join the Foundation will be voted in at the next meeting on March 1, 2023.
 - b. **Library Director’s Report: Library Director.**
Library Director reported the following:
 - i. Carnegie Building Windows and Door Repair Update: The cost estimates increased due to the repair of the door being more significant than previously thought. Newberg Library Friends was able to give \$9,000 more to the repair costs.
 - ii. New Fence on Northeast Side of Library Building: Details for this installation are being finalized.
 - iii. Cozy Reading Program Stats: The winter mascot search was incredibly popular with 624 entries. 1,239 free books were given away to child participants. Overall, 1,420 kids, teens,

and adults participated in this winter program that encourages families and individuals to keep up their reading habit. Thanks to the Library Foundation of Newberg for funding this program.

- iv. **Computer Classes and Book Clubs:** Computer classes at the Chehalem Senior Center and Friendsview have continued into this month. The most popular book club at the library is the “My First Book Club” for kids in Kindergarten to Second Grade. It consistently has a waitlist beyond the twenty spots that are available.
- v. **Staff Training Update:** At last month’s semi-annual emergency preparedness training, a Newberg officer gave staff a presentation on what different drugs and substances look like. Staff also practiced their emergency action plan and responses to a variety of escalating safety scenarios.
- vi. **Library Staffing:** The new hire in circulation has been a great fit for the library. Four interviews were held today for the Community Engagement position. This person will focus on marketing and messaging, primarily through social media.

8. UNFINISHED BUSINESS

- a. **New Courtesy Use Policy in legal review, headed to City Council likely on 3/6/23: Library Director.**

Library Director emphasized that the new library Courtesy Use Policy accepted by the Library Advisory Board at its last meeting was in legal review and expected to go before the Newberg City Council at the March 6, 2023 meeting.

- b. **Recruiting For Student Commissioners Position:** Board Member O’Leary asked about the timeline for interviewing student commissioners. Library Director stated that she thinks it will happen in the next month.

9. NEW BUSINESS

- a. **Library Board training “Preparing Your Board of Trustees”: All**

A discussion ensued about training topics board members would like to have. Topics that emerged from this discussion included mission and conduct for board members and how to be ambassadors for the library. Library Director stated that she will search for more training opportunities with the list of topics generated by the board members.

10. NEXT MEETING/STEPS

Library Advisory Board:

- a. March 16, 2023, 7:00 p.m.
- b. April 20, 2023, 7:00 p.m.
- c. May 18, 2023, 7:00 p.m.
- d. June 15, 2023, 7:00 p.m.

11. ADJOURNMENT

The Library Board adjourned at 8:12 p.m.

Submitted by Audrey Smith for Korie Buerkle.