

MINUTES
NEWBERG PUBLIC LIBRARY BOARD
MAY 21, 1987

PRESENT:

BOARD MEMBERS

Mary Kerns
Gerry Harthun

STAFF
OTHERS

Doreen Turpen
Bonnie Arbogast

ABSENT:

Stew Harris
Judy Elliott
LaVerne McIntosh

The meeting was called to order at 7:40 p.m. by Mary Kerns. As there was no quorum, it was noted that no business could be conducted but reports were presented.

Comment was made on the library statistics. The librarian noted that circulation for April was down about 10% from the previous April. This might be due to two factors. First, the weather was unseasonably warm and pleasant; second, the library changed from a two week check out to a three week check out period with no renewals. Mary Kerns noted that several people had commented to her about this and inquired about the reasons for the change. The librarian noted that staff desired to eliminate the renewals in order to cut down on the time they take and to reduce errors in slipping books. They compensated for this by making a longer check out period. The librarian indicated that staff could prepare a handout for patrons that would explain the reasons and also let patrons know that this is a temporary measure. When the computer system is operational for check out the intent is to have three week check out with one renewal except for new books.

LIBRARIAN'S REPORT:

LSCA GRANT: Work on the final committee report was postponed in order to prepare an additional report for the City of Dundee. Following presentation of the report prepared by the State Library, the Dundee Council requested further information on the costs of library service for the City of Dundee to contract with the City of Newberg. A report was prepared and presented which showed the costs under a contract between the two cities and the costs for Dundee residents if they were part of the proposed library district contracting with the City of Newberg.

AUTOMATION PROJECT: Virginia Brons and Kathleen Blankenbiller have been selected to fill the two temporary

Data Entry Clerk positions. They will begin on June 1. Staff has had training on entering materials and on entering patron records. We are a month behind on filling the positions but still expect to be able to start circulation on the computer in October.

BUILDING UPDATE: The final signature pavers have finally been installed. A contractor has been located to install metal roofing on the old front porch. This work will be initiated in the new fiscal year. A contractor has also been located who can install the manufacturer recommended catwalks on the new roof.

STAFF CHANGES: As noted previously, the Data Entry Clerk positions have been filled. Sandra Olmstead will be leaving at the end of July since her husband has received a Fulbright teaching fellowship in Scotland. That position will be posted in June. Authorization has been received from the City Manager, pro tem to fill the new half time Library Assistant III position. Michelle Carpenter's position as shelver is going to be restructured to more accurately reflect her duties. This will be accomplished within the budget by raising her pay and reducing her hours.

75TH ANNIVERSARY: About 250 people attended the activities which included a talk by author Craig Lesley and demonstration by children's book illustrator Robin Koontz. The "meet the experts" portion involved about 20 guests who set up demonstrations and information tables throughout the library. Volunteers Ellen Bailey, Pat Peyton, and Margaret Fogle were instrumental in coordinating the event.

CITY MANAGER SEARCH: The Council has narrowed the field to three candidates. Further background checks will be conducted next week.

LIBRARY FRIENDS: The Friends have purchased a button maker for the library. They postponed purchase of the final microfilmed newspapers in order to buy the button maker in time for summer reading club.

CHILDREN'S ILLUSTRATOR: Sandi has contacted illustrator Steven Kellogg and been able to make arrangements to have him visit the library in early November.

STAFF TRAINING: Several staff members have gone to workshops in recent weeks. The workshops have included such topics as summer reading club programs, census data, use of output measures, young adult programming, performance evaluation, and communication. In addition, Carol is conducting an in-house reference training course for Cathy and Sandi. She will start Debbie on the course later this summer.

BUDGET UPDATE: The building fund budget and other funds affecting the library were adopted by the budget committee with no comment at its final meeting.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS: There was no new business on the agenda, but the librarian noted that next month the Board would need to be discussing non-resident fees since the grant program will be ending in August. The Board should be ready with a recommendation for the City Council to adopt at its August meeting.

Mary Kerns provided an update on the proposed statewide library card currently under consideration by the Oregon State Legislature as Senate Bill 735. Copies were distributed to those present. It was noted that there is an outside chance for passage of this measure and letters would be helpful at this time.

The meeting was concluded at 8:45 p.m.