

Minutes
LIBRARY BOARD MEETING
April 26, 1983

The meeting was called to order at 4:05 in Council Chambers by Nancy Pratt. In attendance were Dorothy Rogers, Stu Harris, Aino Aho and Librarian Doreen Turpen.

Motion: Dorothy/Stu to accept the minutes, bills, and desk report as written.

Doreen gave a brief report on the Oregon Library Association Conference in Eugene. While in Eugene she picked up several of the student projects from the design review class. These have been put up for a display in the library. Doreen reported that the Library Friends made about \$250.00 on their spring book sale and received a \$100.00 donation in addition. The proceeds from the sale will be used to provide a new charge out desk for the children's library.

Motion: Stu/Dorothy to adopt the fine policy as presented by Doreen, but with time frame for notices inserted. Motion carried. Fine policy will be as follows:

The library will not charge fines for overdue books, but will assess an overdue materials fee as a patron enters the third notice phase of the overdue process.

A patron with overdue materials will receive three notices:

- 1st notice to be a phone call or pstcard 2 weeks after material is due.
- 2nd notice to be a postcard sent 4 weeks after material is due.
- 3rd notice to be a bill for the cost of the material charged out to the patron; to be sent 6 weeks after material is due. A \$2.00 overdue fee will be assessed at this time and will be included in the bill. The bill notice will also include the text of City Ordinance #2105 relating to willful detention of library material.

The overdue fee will be assessed for each transaction by date, regardless of the number or type of materials checked out.

When a bill is sent a record slip of the materials still overdue will be made for the registration file. Records of overdues will be kept for patrons who have not returned materials; they will be charged for the price of unreturned materials. Records will be kept for patrons who return books or other materials without paying the overdue fee; they will be accountable for fees that accrue. Records will be deleted when accounts are in good standing. The Librarian may withhold borrowing priveleges from any patron who accrues a bill of \$5.00 or more.

Doreen reported that she and Nancy had met with some of the individuals who were interested in establishing a George Layman Memorial. Discussion had been held on how to establish a fund; for example, whether to initiate the formation of a foundation for the library which could accept donations, whether to support a fund within a broader based community foundation which is being contemplated by some local citizens, or whether to have the Library Board authorize donations which could be made to the City.

The final suggestion caused Doreen to again look into the ordinances and statutes that define the board's powers, especially concerning the receipt and administration of gifts. She determined that currently the board does not have clearly defined powers. The city ordinance relating to the Library Board states that the Library Board "shall have such powers and duties as are or may hereafter be provided by the laws of the state of Oregon relating to public libraries." Those powers and duties were clearly defined by state statute until 1975, when the ORS was amended. ORS 357.490 currently states that the duties and responsibilities of the library board shall be determined in the local ordinance or resolution establishing the library. It further lists 8 items that should be addressed in the local ordinance. The city ordinance should have been amended in 1975 to adapt to the change in the ORS.

After some discussion it was decided that Doreen and Nancy should review sample ordinances from other communities and begin drafting an amendment to Newberg Ordinance No. 876 for the board to consider.

The meeting was adjourned at 5:00 p.m.