

NEWBERG PUBLIC LIBRARY  
BOARD MEETING  
MINUTES  
MARCH 21, 1985

PRESENT:

BOARD MEMBERS

Dorothy Rogers  
Judy Elliott  
Terry Mahr  
Mary Kerns

STAFF

Carol Foutts  
Doreen Turpen

OTHERS

Leonard Attrell  
Janice Tormey  
Dick Danielson

ABSENT:

Stew Harris

The meeting was called to order by Vice-Chairman Dorothy Rogers at 7:30 p.m.

MOTION: Mahr/Elliott to accept the Consent Calendar as distributed. Motion passed.

LIBRARIAN'S REPORT:

FUND RAISING: The Librarian noted that the main efforts of the fund drive are being directed to preparing grant applications. Presently being worked on are applications to the Oregon Community Foundation and to the State Library for LSCA Title II. It was also noted that E. R. Aho had offered to purchase up to 50 bricks to be engraved with children's names. Discussion then followed on a means of implementing his idea and finding a way to select the children whose names would be put on the bricks.

BUILDING PROGRESS: Leonard Attrell was present with samples of granite so that selection could be made for the piece to be placed over the time capsule. No decision was made on any wording to be engraved on the granite.

Another carpet sample was presented and discussed. The problems that have made review of the carpet necessary again were briefly presented. The pattern presented will be bid with bids to be received by April 9.

Architect Dick Danielson reviewed the current status of the project noting that the exterior brick is being installed and commenting that the workmanship is very good. He also noted that there has been some delay in the delivery of the

window walls and the large skylights. This is resulting in a change to the construction schedule but the exact impact is still unknown. It will not be a detriment to the project as a whole, however. Work is continuing on many details of the building, including such things as cabinet details, selection of materials for a tackable wall surface for the children's area, changes to the treatment of some of the openings between the old library and the new, and ordering of the light fixtures for the old building.

**LSCA GRANT PROPOSALS:** The Librarian reported that formal notice has been received of the award for the Title I demonstration project for a demonstration project to provide library service to the outlying area for one year. However, funding is contingent upon Congress appropriating monies for LSCA for Federal FY 1985-86. It will be at least October before we know if the project will be funded. A response has been received on the Intent to Apply for Title II construction funds which indicated that our project has been placed in the "Most Competitive" category. This is the highest of the three categories used in the response from the State Library and is encouraging news.

**AUTOMATION:** The Librarian and the Assistant Librarian have been attending several demonstrations and meetings in the past three weeks in preparation for the Regional Library's proposal for bids for an automated system. There will be intensive involvement in the next few months as the bids go out and proposals are received and evaluated. Funding for the automation project is contingent upon the passage of the Chemeketa Community College budget on March 26. If all goes well, Salem Public Library and Chemeketa Community College Library should be starting to use the circulation package and the public access catalog about one year from now. Newberg would be joining in about two years from now.

**OLA CONFERENCE:** It was noted that the Librarian, Assistant Librarian and possibly one other staff member would be attending the Oregon Library Association Conference in Pendleton April 10 - 13. The Librarian has been asked to serve as Membership Committee Chairman for the Oregon Library Association for the next year.

Board members agreed to move to New Business Items at this time.

#### **NEW BUSINESS:**

**CCRLS REPORT; CALCULATING THE COST OF PARTICIPATION:** The Librarian reported that the Regional Library had authorized a report to assess the cost effectiveness of the Regional Library System. That report had called for a review of the relationship between the City of Newberg and the Regional Library resulting in a followup report which

addresses the issue of assigning dollar value to the services provided to the City of Newberg by CCRLS. The Librarian noted that she has still not completed an evaluation of the Moore/Breithaupt study, but will include this item on the agenda for the next Board meeting for further discussion.

1985-86 OPERATING BUDGET: Board members were given copies of the proposed budget for FY 85-86 for their review. The various line items were explained by the Librarian. The budget does not change substantially from the current year. It has been reviewed with the Finance Director but has not yet been discussed with the City Manager.

MOTION: Mahr/Kerns to recommend to the City Council that the budget be accepted as presented. Motion carried.

DEDICATION PLAQUE: Wording for the dedication plaque for the expansion was discussed. Board members requested that they be allowed to look for other examples during the month and that this item be returned to the agenda at the April meeting for action.

Board members then returned to the agenda to address unfinished business. They agreed to hold off on discussion of book selection policy until a later meeting and began a work session to continue the drafting of a meeting room policy. The Librarian was directed to prepare a final draft of a meeting room policy based on the comments made at this meeting, to prepare a list of regulations for use of the library and equipment, and to prepare an application form for use of the library.

The Librarian asked that Board members address a policy issue which had been established several years ago. This related to the use of the county reverse directory. The policy has been to refuse telephone requests for that information. This has been awkward for staff members and did not seem to be justifiable any more.

MOTION: Mahr/Rogers to change the policy regarding use of the reverse directory to handle like a regular reference question with the Librarian given authority to establish whatever administrative rules that may be appropriate. Motion carried.

Meeting was adjourned at 10:00 p.m.