

MINUTES

NEWBERG PUBLIC LIBRARY BOARD
February 21, 1991

PRESENT:

BOARD MEMBERS:

Dorothy Rogers
Pat Landis
Kate Copenhaver
Linda Budan

STAFF:

Doreen Turpen
Duane Cole

ABSENT:

George Whitmer

The meeting was called to order at 7:10 p.m. by Chair Kate Copenhaver.

MOTION: Rogers/Landis to approve the consent calendar. Motion carried.

ACTION ITEMS:

Ordinance relating to duties of the Library Board: Board members were given a copy of a model ordinance that had been prepared by the Library Development Office of the Oregon State Library. City Manager Duane Cole provided an overview of other Boards and Commissions serving the City. An item by item review of Section 3 of Ordinance 876, that section relating to the Powers and Duties of the Library Board, was conducted.

During discussion of the role of the Board in the selection of the Library Director, Board members expressed strong support for the involvement of the Board in the selection process, including being able to have a voice in the recommendation of candidates. They recognized that the City Manager has the responsibility under the City Charter for the appointment of the Library Director and that the person holding the position of City Manager could use several methods for recruitment and selection. The following wording was proposed to replace the current language in Section A:

Library Board participation in the selection process is important. The selection process for Library Director shall include participation and recommendations from representatives of the Library Board.

Board members agreed that the remaining language in the first paragraph of Section A could be omitted as it was covered by language in the City Charter that defines the responsibilities of the City Manager. Consensus was also reached that the second paragraph was also redundant in view of City Charter and that it should also be deleted.

Board members agreed that Section B should be replaced with similar language from the model ordinance.

Board members referred to the minutes of the October 18, 1990 meeting and agreed to the revised wording for Sections C and D that was proposed at that time.

Discussion was held on Section E relating to the duties of the Board in handling donations. Review of Oregon Revised Statute indicated that the current ordinance was in violation of state law in reference to noting that title of gifts could be made in the name of the Newberg Public Library Board. Board members determined that the existing wording in Section E should be

deleted and recommended that the wording in Section 4, item d in the model ordinance be inserted in its place. They further recommended that a new section be added to the City ordinance to incorporate "Section 5 Acceptance of Gifts for library Purposes" from the model ordinance with the language in the existing ordinance that establishes the Newberg Public Library Gift and Memorial Fund.

Board members felt there were no revisions needed in the remaining sections (F, G, and H) of the existing ordinance.

City Manager Duane Cole suggested that Section 2 of the existing ordinance be revised to remove the language from the original ordinance establishing the method for setting up the original board appointments as it provided instructions that are no longer needed.

The Library Director was directed to consolidate the changes discussed at this meeting and the October board meeting into a revised ordinance that could be reviewed in its entirety and acted upon at the March Board meeting.

Ordinance relating to Wilful Detention of Library Materials: The Library Director was requested to rewrite the ordinance to meet allowances for penalties as they are written in the Oregon Revised Statutes and to present those at the March meeting.

Board member Dorothy Rogers left to meet another commitment.

Library Budget FY 91/92: Board members reviewed the completed budget sheets that included personnel costs and total allocations for the program budgets. Among other things, they made note of the scarcity of funds available for the children's services program and the lack of benefits offered to part time employees. Following further discussion and questions for the Library Director and the City Manager the following motion was made:

MOTION: Landis/Budan to recommend approval of the general fund budget within the constraints of the dollars that were allocated, but with the following deep concerns:

- *Budget constraints clearly limit access to the library by restricting the number of hours the library is open. The average number of open hours for Oregon libraries in cities the same size as Newberg is 52.8 hours per week while Newberg continues to offer just 39 hours per week. The board expresses dissatisfaction with these hours not only because it limits the public's access to the library's collection and resources, but also because the investment in the facility that was made by the community is not being maximized.

- *The move to a program budget clearly points out the dire straits of the Children's Services Program and that funds are not available to support the type of services that our community has responded to in increasing numbers. The Board believes that a strong children's program is essential to support the education climate in our community and that additional resources are needed, particularly for staff support.

- *Fringe benefits of part-time employees lag disproportionately below those of other City employees. The library is unique among City departments in its dependency on part-time employees and their services are vital to the functioning of the library. These employees deserve benefits proportionate to those of other City employees.

- *Current budget does not allow for even maintaining current levels of service in view of increasing circulation, reference work, programs, and other demands evident over the past several years. There is no allowance for meeting either increases in use of the library nor for addressing changes in population that have occurred or are projected to occur. For example, in just one area, circulation of library materials, usage has increased 59% since the library expansion was completed in 1985. Activity in other library services has seen the same, and even more dramatic increases, but staffing has increased only 20%.

- *The City's financial position indicates that future allocations for the Library are not likely to increase substantively. As members of the Library Board who are responsible for planning library services we feel that the failure to look ahead forces us into a reactive

position where decisions are made on what to reduce in order to meet increasing demands in the most visible areas, rather than a positive position where we can solicit information from the community on what they want and help fashion library services that are reflective of our unique community needs.

The motion carried.

Board members reviewed the Gift and Memorial Fund as distributed in the packets. The Library Director noted that the proposed budget was based on prior year's receipts and that if donations were significantly increased, the budget could be changed through the Supplemental Budget process during the year.

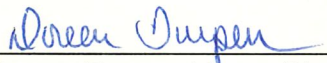
MOTION: Budan/Landis to recommend approval of the Newberg Public Library Gift and Memorial Fund as distributed.

The remaining action items were held for the March meeting.

LIBRARIAN'S REPORT: The librarian's report was distributed in the Board packets.

INFORMATION/CORRESPONDENCE: There was no correspondence.

ADJOURNMENT: The meeting was adjourned at 9:30 p.m.



Doreen Turpen, Library Director