

MINUTES

NEWBERG PUBLIC LIBRARY BOARD
March 21, 1991

PRESENT:

BOARD MEMBERS:

Dorothy Rogers
Pat Landis
Kate Copenhaver
George Whitmer

STAFF:

OTHER:

Doreen Turpen
Bonnie Arbogast

ABSENT:

Linda Budan

The meeting was called to order at 7:00 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 and Wilful detention of library materials: Board members reviewed the draft ordinance that was in the packets. The Library Director called to their attention that she had incorporated the revisions to Ordinance 2105 (Wilful detention of Library Materials) into a new section in the revisions to Ordinance 2124 so all components relating to the library were within one ordinance.

In reviewing the proposed ordinance, board members changed the wording in Section 2 in the language that relates to declaring a board position vacant upon the absence of a board member. The sentence is to read:

When a board member has failed to attend three consecutive board meetings or has failed to attend five or more meetings during a July 1st through June 30th period, the chairman may (instead of "shall") declare the non-attending board member's position to be vacant and shall notify the Mayor of said vacancy.

In section 4 (h) they agreed to insert the word library so the sentence would read:

The Library Board will be responsible for such other library activities as the City Council may assign.

MOTION: Rogers/Whitmer to accept the revisions to Ordinance 2124 as presented in the draft and with the amendments agreed to in discussion. Motion carried.

The Library Director noted that the proposed ordinance will be sent to the City Attorney to be put into a format compatible with the other City ordinances and that it will be sent to the Ordinance Committee and finally to the Council for adoption.

Library Budget FY 91/92: Board members reviewed the Capital Projects Fund items that related to the library. The Library Director reviewed the history of the funds and the projects and presented a recommendation of priorities for the use of those funds; the priorities included items that would be completed during this fiscal year and those for next fiscal year. That priority list included:

- *Shelving (which is already on order) and the end panels and tops to go with that shelving.
- *Circulation desk remodel (lower the counter--reconfigure for equipment & public)
- *Reference area change incorporated as a part of the AV/Computer area
- *Security system
- *Corrections of construction problems remaining from the expansion/remodel:
 - *Front doors
 - *Window wall leaks near men's rest room
- *Interior signage

Motion: Rogers/Landis to accept the priorities of the library director for expending the funds that are available within the capital projects fund; to be carried out as expediently as possible.
 Motion carried: Three ayes (Rogers, Landis, Copenhagen); one abstention (Whitmer)

Mr. Whitmer was asked for reasons for his abstention. He expressed concern that the funds would be lost for the use of the library and that there was no expressed time frame for completing the projects.

Donor Board: Discussion was held in relation to the memo prepared by the Library Director about the criteria for listing names on the donor board and about means of seeking additional contributions for the library. Board members noted that space on the donor board was limited, therefore higher standards for contributions were appropriate. They agreed that because space was limited, it was not appropriate to use the existing space to identify new categories for different levels of giving. A suggestion was made that medallions or other markers could be added to the names to denote larger levels of contributions. George Whitmer expressed that he wants the public to know that the library exists and how people can give.

Motion: Rogers/Whitmer that a minimum donation of \$500 be required for listing a name on the donor board. Motion carried.

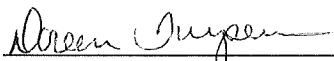
Board Chair Kate Copenhagen appointed George Whitmer to create a committee to deal with library promotion and funding. Board members identified several ideas for ways to contact the community and for items that could be supported through private contributions. Whitmer was directed to develop a plan to bring to the next board meeting.

Dates and process for library planning: Board Chair Kate Copenhagen identified several questions that needed to be addressed by the Board for long range planning and suggested that the Board hold additional meetings before budget hearings begin so that they could address the budget committee on long-term needs of the library. April 4 and April 9 were selected as meeting dates for planning sessions.

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

INFORMATION/CORRESPONDENCE: No action was needed on the information items.

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


 Doreen Turpen, Library Director