

Meeting Notes

Newberg Public Library Board
December 17, 1991

Present

Board Members

Kate Copenhaver
Dorothy Rogers

Staff

Duane Cole
Carol Foutts

Absent

Linda Budan
George Whitmer

Quorum was not reached so regular Board Business was not addressed.

Those present learned that George Whitmer would be resigning his Board position.

It was requested that a final draft of the Ordinance No. 91-2316 (An Ordinance Providing for the Maintenance and Support of a Public Library in the City of Newberg and Repealing Ordinances Nos. 876, 2105 and 2124) be provided all Board members.

It was requested and approved by the City Manager that Elaine Smith be appointed a Library Board member immediately until the appointment could be officially approved by the City Council on January 6, 1992.

It was agreed the Board position vacated by George Whitmer would be advertised.

The City Manager reported that the participation of the Board Members at the City Council Meeting on Dec. 17th had made the meeting a good one.

It was agreed that the Board members present would like to review the ad for the Library Director position, the Profile for the Library Director, and the recruitment process as presented by Duane Cole.

The ad to appear in the "American Libraries" publication and the "Oregonian" was reviewed and revised as follows:

*Revision included clarification of the salary figures to read
"\$2,912-\$3,362 per month." instead of "\$2,912-\$3,362".

The Draft Recruitment Schedule outlining the dates and steps proposed for the recruitment process was presented and amended as follows:

* Revision to the Draft Recruitment Schedule included adding an additional Library Board Member on the Team Interview (from one member to two members) as well as adding a member of the Library Friends group. It was also approved that the Interim Director could be present at the interview session as an observer.

*Added to the Profile for Library Director under "Other Characteristics" was "--Expert in budget, schedules, and basic library management" and "--Familiarity with Technology" or "Background in Technology".


*Those skills and qualities deemed most desirable by the Board Members present were suggested to expand the Profile for Library Director.

* A packet will be sent to finalists that includes the following:

- * Copy of the "Summary of Findings".
- * Copy of the current Library Ordinance.
- * Names of the Library Board, Staff, and Organizational Staff.
- * Brochure of Regional Library System.
- * Copy of the City Budget.
- * Hospital Flyer.
- * Information from the Chamber of Commerce.
- * Brief history of the library with a picture.

As there was no quorum for a board meeting suggestions were given but no votes were taken on any agenda items.

The meeting ended at 8:30 p.m.



Carol Foutts
Secretary