

DRAFT Minutes

Newberg Public Library Board FEBRUARY 20, 1992

Present

Board Members

**Kate Copenhaver
Dorothy Rogers
Marvin Krueger
Linda Budan**

Staff

**Duane Cole
Carol Foutts**

Absent

Elaine Smith

The meeting was called to order at 7:05 p.m. by Chair Kate Copenhaver.

Motion : Rogers/Krueger to accept the consent calendar. Motion carried.

ACTION ITEMS:

Memo on Profile for Library Director Recruitment: The City Manager reviewed the Essay Questions and the list of twelve applicants being considered for the Library Director's position. Applicants were asked to answer three of the five essay questions presented and return them by Friday, February 28, 1992. The tentative dates for the Social and Team Interviews will be March 19th and 20th. The City Manager may do some reference checks before the interviews.

BUDGET: The City Manager provided an overview of the budget requirements for the Library in the upcoming fiscal year. The budget proposal will primarily reflect the same amounts as the previous year with any line adjustments or requests for increases to be considered and reviewed in a "Budget Decision Package". The \$7,000. savings realized from the vacancy in the Library Director's position this year will remain within the Library's allocation. The Budget Decision Packages reviewed were : 1) Increase in the Regional Library Services fund from \$5,200. to \$14,466. (+ 9,266) ; 2) Line item adjustment to pay for Info Trac magazine index and ILL Ground Courier out of contractual services exclusively (+2,170) ; 3) Add 10-hour part-time shelve to assist w/sorting, check-in, and shelving (+2,478) ; 4) Add equipment repair funds to cover new hardware - MAC LC & Tandy-TRS-80 (+200) ; 5) Add funds to supplement current multiplexor repair costs and include furniture repair (+570) ; 6) Increase library hours from 39 to 60 hours per week (+174,492) ; 7) Expand benefits to part-time employees to include medical and retirement (+18,347) ; 8) Readjust postage in Adult/Ref Services to supplement postage in Support Services (transfer \$175.). The suggestion was made to consider an incremental expansion of library hours over a five-year period instead of requesting the complete 21 hour expansion all at once. The City Manager agreed to revise the budget package to reflect an incremental increase in library hours and observed that consideration of this package may be at least a year away.

LIBRARIAN'S REPORT: No additions were made to the written report that was distributed in the packet.

INFORMATION/CORRESPONDENCE: The City Manager related that there are no further ports available to the library to add more terminals as the CCRLS automated system is presently at capacity.

Marvin Krueger initiated a discussion regarding the possibility of forming a library district for those people presently outside the city limits who do not have library service that could provide additional funding for the library. Board members agreed that the formation of a library district was feasible with the strong supportive guidance of the Library Director and concerned community members but that the new Director would need to be given time to become secure in that position before tackling the formation of a district.

Dorothy Rogers suggested using the projection room to house and secure any City Council Videos that needed to be stored in the library.

Kate Copenhaver related the current financial status of the newly formed Library Foundation and that she will be meeting with a CPA to determine how best to account for the \$2000. that has been collected. K/C also questioned why a letter contained in the packet of information about the Library Foundation had been written by Doreen Turpen to Mrs. Whitney. The Interim Director will call Doreen Turpen for details.

The City Manager indicated that the next Library Board Meeting may not take place if the Social Interviews for the Library Director position are held on Thursday, March 19, 1992. Library Board members were encouraged to participate in this event and ask questions of the various candidates during the evening gathering.

ADJOURNMENT: The meeting adjourned at 8:20 p.m.