Minutes
Newberg Public Library Board
Tuesday, February 17, 1998

Present: Board Members: Linda Sartwell, Donna Read, James Allgood, David King, Debbie Headley
Staff: Leah Griffith

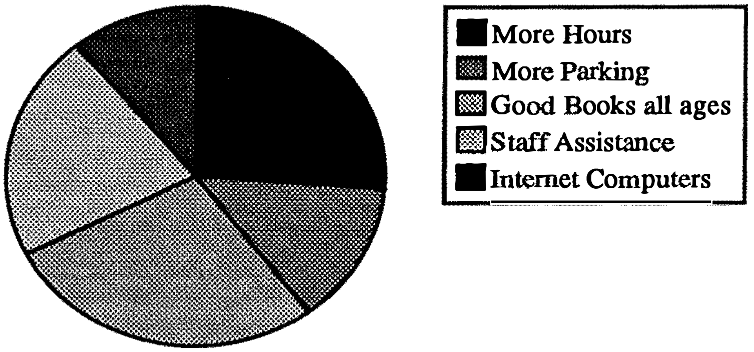
The meeting was called to order at 7:15 pm by chair Linda Sartwell

Consent Calendar:

It was moved and seconded to approve the January 20, 1998 minutes. The January, 1998 statistical report was also approved.

Business:

The Long Range Planning Process was discussed. The Lobby Survey results were discussed. 352 tokens were placed on the survey board by approximately 90 people. Each person completing the survey was asked to select four items as a their priorities for library service. Those reponding indicated that more hours were their highest priority. The next single most requested item was more parking. The need for books was high with 28% indicating they wanted novels, kids books, and non-fiction. Staff assistance was also noted as a need 22% of the time.



The Library's mission statement was discussed. Board members made a number of changes to the first draft and voted to present the following to the Long Range Planning Committee for their consideration.
The City of Newberg has established, supported and funded the Newberg Public Library as it recognizes the need to inform, enrich and empower every individual in the community. The Library will strive to provide services that are understood an valued by the community and result in library use and involvement from the broadest possible spectrum of residents. The Library will provide easy access to a vast array of ideas and information, promote a love of reading and enhance lifelong learning.

The Board also developed a motto for the Planning Committee's attention.

Informing, Enriching, And Empowering Our Community: The Newberg Public Library

The Board discussed library advocacy and reported that members have contacted Donna Proctor; mayor, Bob Weaver, Fred Howe, Donna McCain, Chuck Cox; city council and Bert Pennock and Robert Soppe from the budget committee. They conveyed their concerns for needed library support to increase hours and parking.

The Board moved to adopt the use of Unique Collections for facilitate the return of seriously overdue materials. This will be an automatic system which will work with our DYNIX automated circulation system. While there is not a huge number of people who do not return their materials after 2 months, this program will get more materials returned and in turn allow the materials budget to be used for new things rather than to replace non-returned items.

The City Council has requested that all board and commissions provide them with their goals for 1998. The Board listed its goals:

1. Complete and implement the 1998-03 Long Range Plan
2. Improve communications with the City Council

The Council has also requested a meeting with Board. It is scheduled for May 18th at 6 pm.

The Board discussed a revision of the checkout policy to allow those applying for a library card to check out only 2 items for the first check out. Statistics show that many of our non-returned books are checked out by first time users. These are either people that aren't in the habit of library use and just forget, or they are intending to steal from the library by checking out large amounts of books and then never returning them. The Board felt this was a reasonable policy and will review it at a later meeting for adoption at the same time as the collection agency.

Director's Report:

The Director's report was mailed. Budget activities have been primary. Preliminary budgets are due in March and the Board will receive the proposed library budget for review in March.

Items for Next Month's Agenda

The next meeting is scheduled for March 17, 1998. Long Range Planning Goals will be discussed. The May meeting with the City Council will be a topic for the April meeting

The meeting adjourned at 8:45 pm.

Leah M Griffith

Leah M. Griffith, Library Director

April 21, 1998

Approved