



NEWBERG PUBLIC LIBRARY ADVISORY BOARD

MINUTES

January 17, 2019 7:00 P.M.

- I. CALL MEETING TO ORDER** at 7:00 pm by Vice Chair, Crystal Garcia
- II. ROLL CALL** Members: Rebecka Ratcliffe, Shane Corsetti, Crystal Garcia, Suzanne Meenahan Staff: Leah Griffith, director Excused: Kerrie Allen,
- III. CONSENT CALENDAR**
- a. The Minutes of the December 20, 2018 meetings were accepted.
 - b. Statistical Reports: The December, 2018 report was accepted.
- IV. PUBLIC COMMENTS** None
- V. BOARD COMMENTS** Rebecka reported on the Library Friends Annual Meeting and their suggestions for the new director recruitment
- VI. BUSINESS**
1. **Accept Retirement Letter from Library Director:** The Board accepted the retirement letter from Leah Griffith that had also been given to City Manager, Joe Hannan, the same day. Griffith has been director since May, 1992 and is the longest serving library director for Newberg Public Library. Her last day will be June 20, 2019. Staff are planning a retirement reception from 4 to 6 pm at the Library. Since this is the same day as the library board regular meeting, the board voted to cancel their June 20th meeting and a dinner will be held after the reception for Leah.
 2. **Library Director Retirement/Recruitment:** Suzanne will go to the Library Foundation to ask their input on the characteristics they would like to see in a library director. Anna Lee, city HR, is working on the recruitment process.
- VII. REPORTS**
1. **Library Foundation Newsletter:** It is still in process.
 2. **Library Construction Projects:** The builder has been delayed with some injuries.
 3. **Meeting with the Dundee City Manager:** Two Dundee residents talked with Griffith about library service in Dundee. Griffith related that she will prepare a report on the history of the efforts to expand library service in the Chehalem Valley. She suggested they meet with the new director in the fall or winter.
- VIII. NEXT MEETINGS:**
- Library Advisory Board:** February 21, 2019
Library Foundation Meeting: February 13th at 5:30 at the library
Oregon/Washington Library Association Conference, Vancouver Hilton, Vancouver WA April 17-19, 2019 May have Saturday sessions on April 20, 2019.
- IX. ADJOURNMENT** The Board adjourned at 8:00 pm.

Submitted: Leah Griffith, Board Secretary/ Library Director