



NEWBERG PUBLIC LIBRARY ADVISORY BOARD

MINUTES

February 21, 2019 7:00 P.M.

- I. **CALL MEETING TO ORDER** at 7:00 pm by Chair, Kerrie Allen
- II. **ROLL CALL** Members: Kerrie Allen, Rebecka Ratcliffe, Crystal Garcia, Suzanne Meenahan
Staff: Leah Griffith, director Excused: Shane Corsetti
- III. **CONSENT CALENDAR**
 - a. The Minutes of the January 17, 2019 meetings were accepted.
 - b. Statistical Reports: The January, 2019 report was accepted.
- IV. **PUBLIC COMMENTS** None
- V. **BOARD COMMENTS** Suzanne reported on the Library Foundation meeting and their input regarding the traits they'd like to see in a new director. The highlights included having a growth mentality, being involved/engaged in the community, a library advocate and having some experience as a director. Suzanne also reported that she and Leah (on vacation time) attended the Oregon Library Association Legislative Day on February 12th where they met with Senator Kim Thatcher and Rep. Bill Post regarding OLA issues on updating the definition of a public library and encouraging support for the Ready to Read grant program, which is part of the state library budget. Kerrie reported on the Mayor's Cabinet meeting where a number of new chairs are now attending. She shared about the director recruitment and the interest from Dundee residents for a library.
- VI. **BUSINESS**
 1. **Director Retirement/Recruitment:** Anna Lee, City HR Director, is finalizing the recruitment process and likely the recruitment will go out by mid March.
 2. **Library Board Appointment:** Crystal Garcia and Kerrie Allen's positions are up for appointment this spring. Leah shared the process with the announcement going out in April, interviews in May and appointment by the mayor/council on June 3rd. Both Garcia and Allen are eligible to apply for a second term.
 3. **Donor Board Policy:** The board approved the donor recognition policy that increased the amount needed to be placed on the large wood donor board in the lobby from \$500 (as set in 1984) to \$1,000. There are only 23 spaces left on the board.
 4. **Library Budget for 2019-2020:** Leah reviewed the budget as she's presented to the city Finance Dept. for 2019-20. It is basically a carryover budget with no changes. There is some money for capital if the new director sees some changes needed. She is planning on putting in for Denise Reilly's (retiring 6/30/19 30 hrs per week PT) position to become full time. She also shared the Library Foundation and Library Friends annual gifts. The Friends funds, \$16,000, are supporting a variety of programs and the Foundation pledged \$19,500 for 2019, however Leah requested that \$6,600 of that be retained for the new director to designate later in 2019 or to add it to the 2020 pledge for approximately \$25,000. That was approved by the Foundation.

VII. REPORTS

- 1. Library Foundation Newsletter:** It is close to being completed in March
- 2. Library Construction Projects:** The builder has been delayed with some injuries.

VIII. NEXT MEETINGS:

Library Advisory Board: March 21, 2019 Mayor Rogers hoping to attending, Anna Lee from HR

Library Advisory Board: April 25, 2019 (*moved from 4-18-19 due to OLA conference*)

Library Advisory Board: May 16, 2019 Library board member interviews

Library Advisory Board: June 20, 2019 Meeting Cancelled Retirement event for Griffith planned

Library Foundation Meeting: May 8, 2019 at 5:30 at the library

Oregon/Washington Library Association Conference, Vancouver Hilton, Vancouver WA April 17-19, 2019

IX. ADJOURNMENT The Board adjourned at 8:00 pm.

Submitted: Leah Griffith, Board Secretary/ Library Director