



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD  
MINUTES**

**January 16, 2020 7:00 P.M.**

1. **CALL MEETING TO ORDER** at 7:00 p.m. by Chair, Suzanne Meenahan
2. **ROLL CALL**  
Board Members: Suzanne Meenahan, Chair and Liaison to Foundation; Rebecka Ratcliffe, Vice Chair;  
Kerrie De Ieso (Allen); Crystal Garcia  
Library Director: Will Worthey  
Staff Note Taker: Audrey Smith  
Absent: Shane Corsetti (resigned)
3. **INTRODUCTIONS**  
All present library board members, library staff, and guest, Thomas Tesmer, gave a brief introduction.
4. **CONSENT CALENDAR**
  - a. Minutes for the November 21, 2019 meeting was accepted.
  - b. Library Use Report for December 2019 was accepted.
5. **PUBLIC COMMENTS**  
None were lodged by our guest Mr. Tesmer.
6. **BOARD COMMENTS**
  - a. **Current library narratives were shared.**  
Library board members stated the narratives that stood out to them. Library Director described in greater detail about the Childcare Connection program and puzzle exchange that were referenced in the narratives and inquired about by board member Garcia.
7. **REPORTS**
  - a. **Update on the Newberg Graphic digitization request: Suzanne Meenahan.**  
Chair Meenahan stated there were no new developments to report regarding this matter. Library Director suggested the board extend an invitation to a Newberg Graphic personnel to attend a future board meeting. Chair Meenahan volunteered to make the contact and extend an invitation to the March library board meeting.
  - b. **Library Board Member Vacancy**  
Due to the vacancy from Board Member Corsetti's resignation, Board Member De Ieso suggested running an advertisement for two weeks to advertise for this opening. The board members agreed to have the candidates come to the February board meeting for interviews. The Library Director will pursue this course of action.
  - c. **Library Foundation**  
Library board members shared information about the Library Foundation after Guest Tesmer inquired about how the foundation functions.
  - d. **Follow-up on Pitter-Patter Children's Consignment opportunity.**  
Chair Meenahan brought up the pursuit of opportunities with local business owners, Brandon & Danika Porter, of Pitter-Patter. All board members agreed to invite owners to the April board meeting for an introduction.

## 8. BUSINESS

### a. **Long range plan 2020-2025 setting goals: Will Worthey.**

Library Director restated the agreed upon long range strategic planning steps. Board members discussed the examples and brainstormed on other possible objectives and goals. Some results from this discussion were:

- Library Director and all board members agreed to Vice Chair Ratcliffe's recommendation of inserting a "Session for Public Comments" step after a draft plan is created.
- All agreed to Board Member Garcia's suggestion to add the text "improved usability" to "preserve its physical structure" in regards to the Objective A.
- Chair Meenahan proposed adding a review of exterior lighting as a goal to Objective A.
- The Library Director and board members discussed how the Library Annex is currently used and explored the potential for the building, and if it should be incorporated into the context of the strategic plan.
- Vice Chair Ratcliffe expressed the importance of moving any objectives regarding the preservation of the library structure to the top of the final long range strategic plan.
- Vice Chair Ratcliffe reminded the board that goals of the strategic plan need to be reasonably achievable by the library. Board Member De Ieso added that this reminder also needs to be considered for any partnerships the library has with other entities.
- Library Director shared information about the excellent relationship the library has with its neighbor, who owns the house on the same block.
- All board members agreed to Vice Chair Ratcliffe's suggestion to compile a list of high level objectives to bring to the next board meeting.

### b. **Operation Poppins update.**

Library Director informed the board that the logistics are set and volunteers are ready to move books and shelves to expand the Spanish collection, add a new Braille section, and expand the study area. Chair Meenahan will reach out to Brandon Porter about the possibility of video recording of this operation.

### c. **Recap of action items for upcoming months.**

Board members and Library Director reiterated items to accomplish in the next few months. These include: Recruiting a new Library Advisory Board member, board members bringing list of objectives/goals to the next board meeting, Library Director sending out a PDF copy of the Foundation newsletter to board members, having board candidates at the February meeting, and Chair Meenahan contacting the Porters about April board meeting invite and video recording Operation Poppins, as well as inviting a Newberg Graphic personnel to the March board meeting.

## 9. NEXT MEETINGS/STEPS:

**Library Advisory Board:** February 20, 2020

## 10. ADJOURNMENT

The Library Board adjourned at 8:22 p.m.

Submitted: Will Worthey, Board Secretary / Library Director