



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

January 21, 2020 6:30 P.M.

Meeting Held Electronically Due to COVID-19 Pandemic

The meeting was called to order at 6:32 p.m. by Chair, Suzanne Meenahan

ROLL CALL via Zoom Conference

Board Members: Suzanne Meenahan, Chair and Liaison to Foundation; Rebecka Ratcliffe, Vice Chair; Kerrie De Ieso; Crystal Garcia; Tim O’Leary; Library Director: Will Worthey; Staff Note Taker: Ruth Headley

CONSENT CALENDAR

Chair Meenahan requested that a clarifying edit be made to the Minutes for the November 2020 meeting. She asked that the word “bylaws” be changed to “structure” under *Reports* point d. *Foundation response to capital enquiry*.

Member Ratcliffe moved to amend the minutes in line with this observation, Member De Ieso seconded. The amended minutes passed unanimously.

The Library Use Report for November 2020 was accepted.

Member Ratcliffe voiced her appreciation for the creative ways that the library has served the community during the time the building has been closed. Director Worthey mentioned further virtual programs the library has upcoming.

PUBLIC COMMENTS

None were lodged.

BOARD COMMENTS - Current Library Narratives.

Many delightful Christmas cards were sent to the library thanking the staff for all their hard work.

REPORTS

Foundation current changes to their financial operating procedures: Chair Meenahan

The board discussed the ongoing status of its relationship with the library Foundation. A number of concerns and frustrations were raised relating to how funds are being handled and how inaccessible they are to the library. It was noted that the Foundation precedent allows the library to access up to 4% of the endowment money and gratefully takes advantage of this. Discussion followed about the Board’s needs for future projects that would require capital improvement funding.

Chair Meenahan stated that the foundation is moving in a helpful direction and is expecting to work on their bylaws in the near future, including adding term limits and that over time the Foundation and the library will be able to communicate and work together more smoothly. It was agreed that upcoming projects may need capital funding before these changes take effect.

The board discussed various options to come to a solution for working with the Foundation in a way more beneficial to the library and the community members it serves. Member Ratcliff suggested that the Board ask for three years previous interest to be placed in a new unrestricted account accessible to the library. The Library Director voiced the opinion that this might be a helpful compromise.

Member De Ieso wondered how to handle public questions if the library starts a new capital campaign separately from the Foundation. The board discussed how to answer those questions in helpful and non-confrontational manner. Chair Meenahan asked if member Ratcliffe might be willing to take over as liaison to the Foundation. She suggested that member Ratcliffe's financial management background would be beneficial to the role, as member Ratcliffe has the professional knowledge to ask questions and have conversations related to finances that others do not. Member Ratcliffe agreed to take over the liaison position.

BUSINESS

The final version of the 2021-2026 strategic plan was discussed. Member De Ieso pointed out a typographic error. Director Worthey agreed that it should be updated and that he would ask the graphic designer to do so.

Member Ratcliffe moved to approve the strategic plan as amended to correct the error. Member De Ieso seconded. All members voted to approve, except for member Garcia who had to leave the meeting early due to a prior commitment.

It was agreed that the next step is to seek Newberg City Council approval. Council members will receive the plan in advance to look it over before that council session.

Library Advisory Board next meeting:

February 18, 2021 at 6:30

ADJOURNMENT

The Library Board adjourned at 7:37 p.m.

Submitted: Will Worthey, Board Secretary / Library Director