

Library Advisory Board

Meeting minutes, August 21, 2025

Call Meeting To Order

Amanda Houston, Chair, called the meeting to order at 6:02 PM.

Roll Call

Korie Jones Buerkle conducted the roll call. Present were Amanda Houston (Chair), Tim O'Leary, Julia Kightly, and Sharee Adkins. Jessica was noted as absent at the moment. Korie Buerkle was also present as the Library Director. The student commissioner position was noted as still open.

Accept Consent Calendar

Accept May 2025 Library Advisory Board Meeting Minutes

Accept June & July Library Use Report

Amanda Houston moved to accept the consent calendar as presented. The motion was seconded and passed unanimously.

Motion to accept the consent calendar as presented. Made by: Amanda Houston Seconded by: Tim O'Leary Result: Approved unanimously

Public Comments

No public comments were made.

Board Comments

Current Library Narratives

Sharee Adkins expressed that she was expecting an accumulation of months of pages to read through regarding library narratives. Korie Buerkle acknowledged this, noting that while there were fewer narratives than usual, it was likely due to it being the busiest time of year for the library. She emphasized that the narratives received were still of high quality.

Reports

Library Foundation Report (Korie Buerkle)

Korie Buerkle reported that the Library Foundation had not met since the last board meeting. She mentioned that the next Library Foundation meeting was scheduled for early September.

Library Director's Report (Korie Buerkle)

Korie Buerkle presented a comprehensive report on various library matters:

- Building construction projects:

- Brick repairs: Buerkle detailed plans for repairing failing bricks in front of the library. The project, led by Will and Brian Kershaw from the city, is expected to take about a month. The library will be closed for the first week of September to accommodate these repairs and other internal projects.
- Internal projects: Various internal improvements were planned, including installation of a new projector in the meeting room, reorganization of the Spanish language section, and painting of high-ceiling areas.
- Carpet installation: Remaining carpet installation was scheduled for September 8th, before the library reopens to the public.
- Temporary changes: During the closure, the north doors facing the cultural center will serve as the main entrance. A temporary public desk will be set up near these doors for better monitoring.
- New hires for the library: Buerkle mentioned this item was on the agenda but had no announcements to make at this time, as they were still waiting on a few pieces of information.
- Summer Reading Wrap-Up: Buerkle provided detailed statistics for the summer reading program:
- Adult program: 472 patrons registered, with 5,292 entries. 81 adult summer reading prizes were to be given out.
- Teen program: 270 registered, 119 finished (turned in at least one entry), with 5,723 total entries. 53 active teen service club members volunteered.
- Children's program: 1,367 total registrations, 640 finishers, 2,664 logs turned in, 3,966 mascot entries, and 3,376 pom-pom entries (representing books read). Buerkle highlighted the success of new features like weekly quizzes for adults and the return of popular spice kits. She also mentioned a passport program for Little Free Libraries in Newberg and possibly Dundee, which was mostly successful despite one location unexpectedly removing their library.

Library Friends Report (Korie Buerkle)

Buerkle reported that the Library Friends were enjoying their space at the annex and continue to raise funds for the library through book sales online and in the lobby. She mentioned that their lobby area would be affected by the upcoming carpet installation, requiring a temporary relocation of their materials.

New Business

Library Policy Review: Surveillance Policy

Korie Buerkle presented a new surveillance policy for the library. She explained that this policy was requested by library staff to provide clear guidelines on video footage usage and privacy protection. The board discussed various aspects of the policy, including:

- The policy's purpose in addressing staff concerns about video footage requests.
- Confirmation that the policy covers both interior and exterior surveillance.
- Discussion on privacy protections, including the inability to see computer screens or identify specific books being checked out.
- Clarification on the library's practices regarding patron checkout history and privacy.

Amanda Houston proposed several minor edits to the policy text, including correcting a reference to "cell phones policy," standardizing the representation of ORS (Oregon Revised Statutes), and adjusting grammar in certain sentences.

Motion to accept the surveillance policy with edits. Made by: Amanda Houston Seconded by: Sharee Adkins Result: Approved unanimously

Library Resource of the Month

Korie Buerkle introduced Comics Plus, a new digital resource for graphic novels. Key points included:

- Available through the library's website under digital resources.

- Accessible via app or web browser.
- No wait lists or checkout limits.
- Content separated into full, teen, and children's collections with appropriate access restrictions based on library card type.
- Funded through CCRLS (Chemeketa Cooperative Regional Library Service) shared funds.

Buerkle mentioned plans to create QR codes in the physical graphic novel sections to facilitate easy access to the digital collections.

Next Meeting/Steps

The board discussed upcoming meetings and tasks:

- September 18, 2025, 6:00 p.m.: The board will update questions for new applications.
- October 16, 2025, 6:00 p.m.: Potential interviews for board positions. It was noted that this date conflicts with Newberg Dundee School District conferences, which may affect attendance.
- The board will need to interview for Tim's position, as his term ends December 31st, and for the student commissioner position.
- Discussion on potentially broadening the age range for the student commissioner position to include middle school students.
- Strategies for recruiting a student commissioner were discussed, including reaching out to teen volunteers and potentially placing flyers with QR codes in schools.

Adjournment

The meeting was adjourned at 6:40 PM.