

Newberg Public Library

Library Advisory Board

January 15, 2026, 6:00 p.m.

Meeting minutes

Call Meeting to Order

Julia Kightly called the meeting to order at 6:01 PM, noting that Chair Amanda Houston was unable to attend due to illness.

Roll Call

Julia Kightly conducted roll call. Present were Julia Kightly (Vice Chair), Sharee Adkins, Jessica Hopkins-Hubbard, and Leslie Smestad. The Student Commissioner position remained open. Library Director Korie Buerkle was also present. Amanda Houston was excused.

Accept Consent Calendar

Julia Kightly made a motion to accept the consent calendar. Jessica Hopkins-Hubbard seconded the motion. The motion passed unanimously.

Accept December 2025 Library Advisory Board Meeting Minutes

This item was approved as part of the consent calendar.

Accept December Library Use Report

This item was approved as part of the consent calendar.

Public Comments

No public comments were received.

Board Comments

Current Library Narratives

The board reviewed current library narratives, including an email that had been forwarded to members earlier.

Reports

Library Director's report

Korie Buerkle presented her report, highlighting several recent library activities. She shared a video from the library's New Year's Eve Noon celebration, which featured a balloon drop organized by staff member Audrey. The event was well-attended and successful, with plans to repeat it next year. The library's Cozy Reading Program wrapped up, with initial data suggesting higher participation than previous years. Buerkle noted that circulation statistics looked good and were higher than the previous two years. She explained that the door counter had experienced issues in December during the Windows 11 upgrade but was now working properly. A week of missing data was estimated using checkout statistics.

Buerkle announced that the restroom remodel project was moving forward. Builders had been contacted, and supplies were expected to arrive within three weeks from about a week prior to the meeting. Both the men's and women's restrooms would be closed simultaneously during construction, with all patrons using the family restroom. The project was estimated to take approximately one month. Staff were asked not to schedule major programs during this period, though it was not typically a time for large events anyway.

Buerkle also reported on Lori Bieber-Lauder's retirement.

Library Friends report

Korie Buerkle noted that she had been sick earlier in the week and missed the Library Friends meeting on Tuesday, so she had no report. She mentioned that the Friends group held their elections and elected a new chair who had worked with them for a long time.

Unfinished Business

No unfinished business was discussed.

New Business

Election of Chair and Vice Chair

Jessica Hopkins-Hubbard moved to elect Amanda Houston as Chair and Julia Kightly as Vice Chair. Sharee Adkins seconded the motion. The motion passed unanimously, with the caveat that if Amanda Houston preferred not to serve as Chair, she would not be forced to do so.

Council and Committee Rules Training

The board watched a training video on council and committee rules. The video covered topics including meeting procedures, public records law, public meetings law, motions and voting procedures, points of order, conflicts of interest, ex parte contacts, meeting scheduling requirements, and proper communication with city staff. Board members who had already completed the training viewed it again for refresher purposes.

Library Resource of the Month: Interlibrary Loans

Korie Buerkle provided an overview of the interlibrary loan service. She explained that when patrons request items not available in the library's collection or among the seventeen connected libraries in their system, staff can request materials from libraries across the United States through WorldCat. The process involves staff searching WorldCat to confirm availability, then placing requests through CCRLS channels. Items typically arrive by mail with specific due dates set by the lending library. The library processes between two and five interlibrary loan requests per week.

Buerkle explained that borrowed items receive temporary catalog records and are checked out from the information desk with special book straps. Recent requests had included some items with very short loan periods of only two days, though extensions were successfully requested. The service covers books, movies, audiobooks, and occasionally CDs, with most requests being for niche materials. The library policy includes annual limits and fees to manage staff workload and postage costs. Current bestsellers cannot be requested through interlibrary loan, and items must be at least one year old.

Library Policy update: Interlibrary Loan Policy

Korie Buerkle presented updates to the Interlibrary Loan Policy. Key changes included renaming the policy from "ILL Policy" to "Interlibrary Loan Policy" for clarity, removing the restriction limiting patrons to no more than five interlibrary loan items at a time while maintaining the twelve-item annual limit, confirming that the five-dollar fee remained appropriate based on current postage rates, changing language about late fees from "will be added" to "may be added" to reflect that many libraries have gone fine-free, and removing the request form from the policy since the library now uses an internal Google Sheet for processing requests.

Sharee Adkins made a motion to accept the Interlibrary Loan Policy as amended.

Jessica Hopkins-Hubbard seconded the motion. After no discussion, the motion passed unanimously.

Strategic Plan dates

Korie Buerkle reminded the board that the current strategic plan would end this year, requiring the board to undertake strategic planning during 2026. She noted that the current plan, developed during Will's time as library director and completed during COVID with limited community input, had been very useful and tangible with realistic goals. The board discussed the timeline and approach for developing the new plan.

Jessica Hopkins-Hubbard suggested discussing the process in more detail during the first quarter, including reviewing the scope, timeline, and community input methods from the previous planning process. She proposed that substantive work and potentially longer planning sessions could begin in the summer, with a goal of completing and adopting the plan by year-end. The board agreed to keep the strategic plan as a standing agenda item throughout the year, spending the next two meetings brainstorming directions and the following quarter on drafting. Discussion topics would include whether the current plan's categories still captured everything needed or if additional areas should be addressed.

Next Meeting/Steps

Set dates for 10 meetings in 2026

The board discussed meeting dates for 2026, planning to continue meeting on the third Thursday of each month. The board is required to meet ten times per year, allowing for two months without meetings. After discussion about summer travel schedules and the strategic planning timeline, the board decided to take July and August off. The board noted they could later decide to schedule meetings during those months if needed for strategic planning or choose to meet in December instead. Jessica Hopkins-Hubbard noted she would be traveling during the third week of April and May.

Adjournment

The meeting was adjourned at 6:52 PM.