



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD**

**MINUTES**

**February 15, 2018 7:00 P.M.**

- I. CALL MEETING TO ORDER** at 7:00 pm by Chair Paul Headley
- II. ROLL CALL** Members: Crystal Garcia, Kerrie Allen, Shane Corsetti, Suzanne Meenahan, Paul Headley Staff: Leah Griffith, director

**III. CONSENT CALENDAR**

- a. The Minutes of the January 18, 2018 meeting were approved.
- b. Statistical Reports: The December, 2017 and January, 2018 Library Use Reports were accepted.

**IV. PUBLIC COMMENTS** None

- V. BOARD COMMENTS** Suzanne Meenahan shared information about the Fred Meyer Community Awards fundraising program. The board moved to recommend the Library Foundation look into this as a method to raise funds.

**IV. BUSINESS**

1. **2018-19 City Budget:** Griffith shared the budget she submitted to the city Finance Dept. It is pretty much a no change budget from 2017-18 with a small increase of 3% to each of the lines in materials (books, etc). The CCRLS expense also went up \$7,000 and she also included funds to remodel for a director's office. There is also funds designated for recruitment as Griffith may be retiring in late 2018-19, but it hasn't been decided yet. She also reviewed how Fund 22, the Gift, Grant and Memorial Fund works where all funds have been designated and can't be used for anything other than what was set by the donor or grantor. Budget committee meets in May.
2. **Scholarship Cards:** The first scholarship card was issued this month. Funds are still being raised for this project.
3. **A survey for users and non-users** with the Project Outcome model will be done in 2018. Shane will assist with his background in the area. The Board noted that it would be important to do this survey with Griffith's involvement to then provide information for the new director in 2019 or 2020.
4. **Try Us Out/Discover the Library Program:** Staff have not issued one of these cards yet, but they like having the ability to do so.

**VII. REPORTS**

**Library Foundation:** The Foundation will be meeting on February 21<sup>st</sup>. They received notice of a bequest of \$50,000 as well as memorial contributions of about \$500.

**Strategic Plan Work Plan Report:** Progress on the work plan was shared.

**Library Construction Projects:** The remodel of the circulation workroom continues and the new circulation desk is out for quote. Carpet for the children's room should be installed the first of April.

**VIII. NEXT MEETINGS:**

**Library Advisory Board:** March 15, 2018 7 pm Allen and Garcia will not be able to attend.

**Board Chair report to City Council:** March 5, 2018 6 pm Paul will present, other board members will attend. Griffith and Headley will confer on items to share.

**Library Foundation Meeting:** February 21, 2018 Meenahan represents the library board.

- IX. ADJOURNMENT** The Board adjourned at 8:15 pm.

Submitted: Leah Griffith, Board Secretary/ Library Director

Approved: \_\_\_\_\_