



## NEWBERG PUBLIC LIBRARY ADVISORY BOARD

### MINUTES

June 21, 2018 7:00 P.M.

- I. CALL MEETING TO ORDER** at 7:00 pm by Vice Chair Suzanne Meenhan
- II. ROLL CALL** Members: Shane Corsetti, Suzanne Meenahan; Vice Chair, Crystal Garcia, Kerrie Allen  
Excused: Paul Headley; Chair Staff: Leah Griffith, director
- III. Interviews for Library Board Member**
- a. Interviews
    - i. Rebecka Ratcliffe: Rebecka was in attendance. She has background as a CPA. She's served on the Newberg Finance Committee and Rate Review Committee and currently volunteers at the Dundee School Library. She had been resident of Newberg until moving out of the area and then she returned to Dundee. She has two children in Dundee School ages 6 and 9 and is a published author. She expressed concern for the non-resident situation and understands the need to have those in Dundee and the rural area be the lead in that process.
    - ii. Brandy Penner: Brandy was unable to attend however the board reviewed her application carefully
    - iii. Paul Headley: Paul was unable to attend however the board reviewed his application carefully
  - b. The board deliberated for a long time on who to recommend to the mayor for appointment. They recognized the interest and support for the library that Paul Headley has shown with his service on the library board for the last two years. They also recognized that Brandy had some good community connections with also being a school board member. They finally opted to recommend to the mayor that Rebecka Ratcliffe be appointed. She has government experience serving on the city's finance and rate review committee, finance experience as a CPA, parent of young children, connection with the schools as a volunteer and as a resident of Dundee she would give a strong voice to address the issue of non-resident service. It was especially noted that she understood that Dundee needed to be vested in the process of service to their citizens, that it wasn't just something the library could lead on. The board spent a long time talking about the strategic impact of their recommendation in light of the role the board will play in the selection of a new director and working with that individual to move the library forward. The board voted unanimously to recommend that Mayor Andrews appoint Rebecka Ratcliffe to the library board.
- IV. CONSENT CALENDAR**
- a. The Minutes of the May 17, 2018 meeting were approved.
  - b. Statistical Reports: The May, 2018 Library Use Reports were accepted.
- IV. PUBLIC COMMENTS** None
- V. BOARD COMMENTS** None
- V. BUSINESS**
1. **2018-19 City Budget:** The Budget was approved by the City Council

2. **Library Board Retreat** Shane and Kerrie shared some ideas they had for the board retreat in the fall. They were divided into three areas:

- Strategic Plan
  - In-Depth Review
  - Status of each initiative
  - Discuss remaining actions
- Director Retirement/Recruitment
  - Draft letter to City Manager expressing their eagerness to participate in the recruitment, interviewing and advising on hiring new library director.
  - Review Leah's vision, key projects in the library future.
  - Leah to provide input on ways the Board can support the new director to help in their success
  - Leah "imparts her wisdom"
  - Review/Discuss the Board's involvement in the recruitment/interview process
- Projects/Initiatives
  - Brainstorm areas where Board can be of service
  - Survey of users and non-users/Project outcomes
  - Human Centered Design process

The Board were also wanted a review of current staff organization chart and activities. A tentative date of October 6<sup>th</sup> was discussed.

## VII. REPORTS

**Library Foundation:** The Foundation is moving to more committee work with the newsletter and meeting with individuals being the primary activities.

**Library Construction Projects:** Still working on the Circulation Desk

**Try us out/Discover the Library Program/Scholarship Cards:** Staff have given out a few scholarship cards and we continue to let people get an online card and try the services.

## VIII. NEXT MEETINGS:

**Library Advisory Board:** July 19<sup>th</sup> (Shane unable to attend)

**Board Appointment:** July 16, 2018 City Council Meeting

**Library Foundation Meeting:** Committee meetings Full meeting in August or September

**Board Chair report to City Council:** September 4 6 pm

**Board Retreat:** October 6<sup>th</sup>

**The Board will hold a social event to thank Paul Headley for his service to the board.**

**IX. ADJOURNMENT** The Board adjourned at 9 pm.

Submitted: Leah Griffith, Board Secretary/ Library Director