



NEWBERG PUBLIC LIBRARY ADVISORY BOARD

MINUTES

May 17, 2018 7:00 P.M.

- I. **CALL MEETING TO ORDER** at 7:00 pm by Chair Paul Headley
- II. **ROLL CALL** Members: Shane Corsetti, Suzanne Meenahan; Vice Chair, Paul Headley; Chair, Crystal Garcia, Kerrie Allen Staff: Leah Griffith, director
- III. **CONSENT CALENDAR**
 - a. The Minutes of the March 15, 2018 meeting were approved. No meeting was held in April.
 - b. Statistical Reports: The March and April, 2018 Library Use Reports were accepted.
- IV. **PUBLIC COMMENTS** None
- V. **BOARD COMMENTS** Shane took the lead in suggesting that the board hold a retreat in the next few months to review the progress on the long range plan as well as learn more about the library needs as the time for a new director comes up. With Leah's retirement planned for June, 2019, the Board needs to review its role in the process (see city code below) in selecting a new director.

2.15.080 Powers and duties.

A. The library advisory board shall be an advisory board and shall have no executive or administrative powers or authority and this article shall not be construed as depriving elected or appointed officials of the city of any power they may have under the laws of the state or the Charter of the city.

B. The board shall have powers and duties as follows:

1. The library advisory board participation in the selection of the library director is important. The selection process for library director shall include participation and recommendations from representatives of the board. The library director shall be hired by the city manager.

The board and director agreed a retreat was a good idea and would put the item on the agenda next month with the idea of working towards a fall retreat.

The board also congratulated Leah on her being presented with the President's Award at the Oregon Library Association conference. They talked about sharing more information about library staff who serve on state and national initiatives such as Korie Buerkle with OBOB and K'Lyn Hann with the national summer reading committee to convey to the community the role the library plays in the broader library community.

IV. **BUSINESS**

1. **2018-19 City Budget:** The Budget was approved by the Budget Committee and goes to the City Council in June for adoption. At this point there are no reductions and a 3-5% increase in the materials (book) budget. Leah related there will be future discussions about budget shortfalls in 2019-20 due to the communications requirements for the police department.

2. **Fundraising for Scholarship Cards:** Leah was able to finally get the Just Giving account to show Crystal's donation and she'll get that transferred from the Foundation to the Scholarship Fund. According to the records, Suzanne and Kerrie's donations came through, but not Shane and Paul's. They can get those in via Just Giving or checks. We have given four scholarships (3 of the 4 were for senior households) and when the project is fully funded, that will provide for 9-10 more scholarships.
3. **Library Board Opening:** Paul Headley's position is up for reappointment. The deadline is June 8th with board interview set for June 21st.
4. **A survey for users and non-users** This will be put on the agenda for the Retreat.
5. **Try Us Out/Discover the Library Program:** Not anything to report on this right now.

VII. REPORTS

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

Strategic Plan Work Plan Report: No report this month.

Library Construction Projects: The carpet was installed in the children's room in April. The circulation desk is being a challenge with the cost greater than planned. A new approach with a design-build is being done now.

Staff Development Day: The day was very successful with staff learning strategies to deal with stress, working together and recognizing our differences making us better partners. The Friends provided a grant of \$1,500 to cover all costs.

Reconsideration of Library materials: We had a request to reconsider an art book. After reviewing the item (no checkouts in 5 years, not held in any public libraries, only research libraries) it was determined by the director that the book was one that would have been weeded with the next process and it was removed from the collection. A separate reconsideration request from a different patron was received today. This is highly unusual as there hasn't been another reconsideration request in years.

VIII. NEXT MEETINGS:

Library Advisory Board: June 21st and will include the Board interviews

Library Foundation Meeting: Committee meetings will be set

Board Chair report to City Council: Fall 6 pm

Board Retreat: Fall

IX. ADJOURNMENT

The Board adjourned at 8:34 pm.

Submitted: Leah Griffith, Board Secretary/ Library Director