



NEWBERG PUBLIC LIBRARY ADVISORY BOARD

Newberg Public Library enriches and nourishes the life of our community, providing countless opportunities for the integration of people and knowledge.

**MINUTES
JULY 18, 2013
7:00 P.M. MEETING
NEWBERG PUBLIC LIBRARY**

I. CALL MEETING TO ORDER at 7:05 pm by Chair Kathleen Jones.

II. ROLL CALL

Members Present: Kathleen Jones, Barry Horn, Bob McCombs, Chris Koch
Member Excused: Geoff Godfrey Members Absent:
Staff Present: Leah M. Griffith Others Present:

III. CONSENT CALENDAR

1. Minutes of the June 20, 2013 meeting were approved.
2. Statistical Reports for February, March, April, May and June 2013 were approved.

IV. PUBLIC COMMENTS None

V. BOARD COMMENTS

V. BUSINESS

1. **Making Room to Read Children's Expansion** Griffith reported that the carpet was not installed correctly and will need to be fixed. The carpet manufacturer confirmed this and now we are waiting for the contractor and install firm to agree to the required fix. The Ford Family Foundation grant has been approved by the Oregon Community Foundation and the check for \$93,000 should be here at the end of the month. Ordering of shelving and furniture will occur by the first of August. Shelving bids came in very close to each other and we'll be reviewing closely next week.
2. **Strategic Plan report to City Council** The City Manager is having departments share their existing strategic plans with the City Council before the Council undertakes its own goal setting in late September. The Library is scheduled to present on Monday, September 16th at 6 pm. Board members are encouraged to attend and participate. Leah will have the presentation ready for review by the board at the August meeting.
The group talked about the updating of the strategic plan in the next year or two and the board will start discussing the process at their next few meetings. The focus has been the expansion of the children's room for so long, it might be time to bring in a library consultant and/or do a community survey.
3. **Library Staff recognized as Employees of the Month** The entire staff were awarded the city employee of the month award for July for their patience and extra effort in light of the construction

as well as the elevator repair and down time for June. Instead of a single award, the staff were treated to dinner out at Red Hills Market.

VI. REPORTS

1. Library Director Griffith reported that she is back full time from her back injury, however she is still on light duty. Korie Buerkle, Assistant Director, did an outstanding job as Acting Director during Griffith's absence. Griffith shared the new Outreach Mailing service that the library is implementing under the direction of Outreach librarian Denise Reilly. Reilly learned at a library conference that libraries could mail out large print and audio books to homebound patrons at no postage cost either way. Currently the outreach program uses the Faith in Action volunteers to deliver materials and for those who aren't eligible, other volunteers deliver. This new program makes it easier to assist homebound patrons regardless of the eligibility for Faith in Action or finding a volunteer match. The Library Foundation paid for the specially required bags.

V. NEXT MEETING/STEPS

1. August 15, 2013 Strategic Planning Update to City Council

VI. ADJOURNMENT at 7:50 pm

Submitted:

Leah Griffith, Board Secretary/ Library Director

Approved: _____

*Newberg Public Library enriches and nourishes the life of our community,
providing countless opportunities for the integration of people and knowledge.*