



## 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 NOVEMBER 21, 2013 7:00 P.M. MEETING NEWBERG PUBLIC LIBRARY

**I. CALL MEETING TO ORDER** at 7:05 pm by Chair Barry Horn.

**II. ROLL CALL**

Members Present: Barry Horn, Bob McCombs, Chris Koch Geoff Godfrey

Members Excused: Kathleen Jones Staff Present: Leah M. Griffith

**III. CONSENT CALENDAR**

1. Minutes of the October 17, 2013 meeting were approved.
2. The Library Use Report for October, 2013 was approved.

**IV. PUBLIC COMMENTS** None

**V. BOARD COMMENTS**

Geoff announced the upcoming concert of the Newberg Community Band, December 8th

**V. BUSINESS**

1. **City Council Goal Setting** Griffith reported City Council has gone through and pretty much completed their annual Goal Setting process. The library was specifically mentioned under Goal 7; **7.3 Increase Library hours and programs to attain six days per week service and 7.4 Explore funding options and optimum library hours for the community.**

The library would also be part of the following city-wide goals

- i. 7.2 Partner with other organizations to ensure systems for meeting the needs of the community's underprivileged or disadvantaged citizens
  - ii. 6.1 Continue to give preference to contractors that use green practices
  - iii. 6.2 Build City facilities and improvements to the highest environmental standards practicable
  - iv. 2.1 Ensure city is using all relevant media to communicate with the community
  - v. 2.2 Continue updating the City's website
  - vi. 2.5 Expand ability of citizens to do city business electronically
  - vii. 2.6 Support a culture and establish expectations to ensure excellent customer service
2. **Strategic Planning Process** The board talked about how the above city goals should be incorporated into the library's planning process. This is still a future activity.

**VI. REPORTS-Library Director**

1. Library Burglaries-Griffith reported the library has been the victim of two late night burglaries. Both times were on Monday nights about 1 or 2 am. The front door glass was broken and the first time about \$50 from an honor candy box was taken along with about \$10 from the reference desk upstairs. The next week, only \$5 from the reference desk was taken. Damage to doors is about \$1,000. At the same time as the library was burglarized Wine Country Antiques, Jem 100, Papa Murphy's and others along the alley and downtown were also victims, none losing much money, just damage. The Newberg-Dundee Police are working with all the businesses to try to stop the thefts and damage and find the perpetrator.
2. Festival Street Progress-Things have been delayed with some problems with the paving stones. It won't be open for the tree lighting and we're looking at options.
3. Children's Room Update-The replacement shelving is on order and furniture is also on order. We're working on the punch list, and still planning for grand opening festivities the first week in February.
4. Holiday Tree Lighting-The tree lighting is moving to First Friday this year from its previous day of Thursday after Thanksgiving. After the event, we'll determine how this worked for next years plan. This is the 29<sup>th</sup> year the tree has been lit at the library.

**V. NEXT MEETING/STEPS**

1. December 19, 2013 Strategic Planning Discussion  
Children's Room Grand Opening Plans

**VI. ADJOURNMENT at 7:45 pm**

Submitted:

Leah Griffith, Board Secretary/ Library Director

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