



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES
May 18, 2023 7:00 P.M.**

- 1. CALL MEETING TO ORDER** at 6:59 p.m. by Chair, Suzanne Meenahan
- 2. ROLL CALL**
Board Members: Suzanne Meenahan, Chair; Sharee Adkins, Vice Chair & Liaison to Library Foundation; Kerrie De Ieso; Amanda Houston; Tim O’Leary; Katie Wharff, Student Commissioner
Library Director: Korie Buerkle
Staff Note Taker: Audrey Smith
- 3. CONSENT CALENDAR**
Vice Chair Adkins moved to accept the Consent Calendar as amended. Board Member De Ieso second the motion.
 - a. Minutes for the April 20, 2023 meeting was accepted as amended.
 - b. Library Use Report for April 2023 was accepted.
- 4. PUBLIC COMMENTS**
None were lodged.
- 5. BOARD COMMENTS**
 - a. **Current Library Narratives.**
None.
- 6. REPORTS**
 - a. **Library Foundation Report: Vice Chair Adkins.**
Vice Chair Adkins reported that the Library Foundation approved two new members to the organization, named a new treasurer, and will possibly move to a quarterly meeting schedule. She also stated that representatives from Headwater Investment Consulting in McMinnville (they manages non-profits for free) made a presentation at the meeting and the Library Foundation approved to use its services.
 - b. **Library Director’s Report: Library Director.**
Library Director reported the following:
 - i. **Staff Changes:** There were fifty applicants for the Library Assistant II position, and nine candidates will be interviewed this Friday. The teen summer intern position received eight applications, and four candidates will be interviewed. One library on-call staff gave notice due to family moving out-of-state.
 - ii. **Summer Reading Program:** Begins on Sat., June 3rd with activities for kids, teens, and adults. The Summer Reading Mascot search locations are set and is going into its 16th year.
 - iii. **Classes For Library Director:** Library Director finished a Data Fluency class and is now working on making sure library stats are more accessible to staff. Library Director is almost finished with a Digital Equity class that focuses on using stats about the community and accessing where needs are greatest.
 - iv. **Mobile Hotspot Grant Ending:** The current mobile hotspot grant that provides internet access for patrons to check out will end in August. Library staff will be looking for grants to continue this program.
 - v. **Incidences In April:** One incident occurred, resulting in the person being asked to leave the building for the rest of the day.

- vi. Library Program Updates for the Board: Board Member Houston asked if the Board can be updated on library programs on a regular basis. Library Director said that she can bring newsletters to future meetings.
 - vii. Board Member Resignation: Earlier this week, board members were informed by email of Board Member De Ieso's resignation.
- c. **Library Budget Report: Library Director.**
Library Director reported that the City's 2023-24 budget passed at the Budget Committee meeting last night and will need to be passed by the Newberg City Council on June 5, 2023. Library Director reported that the following increases to the 2023-24 library budget were made: 1) More funding for maintenance agreements, and for rising book and paper supply costs, and 2) increase in the capital outlay budget, that will roll over to the next fiscal year for the first time this year, to save for future purchases of additional security cameras, replacement computers, and other bigger purchases. Library Director reported that the decrease to the 2023-24 library budget will come from funding given by the Library Foundation (decreasing by \$4,000) that is typically allocated for library programming. Vice Chair Adkins asked how the cut will impact the library and the library director stated that it will require the library to evaluate the number of programs it can do. Library Director stated that the library has received around \$28,000 in grants and gifts this fiscal year to fund various items like the Guadalajara Book Fair trip, two new book return bins, the Community Webs project, security cameras, and laptops for computer classes.

Chair Meenahan asked for an update on the Carnegie building window repair. Library Director replied that the project is waiting for the permit process from the City of Newberg to be completed. Library Director then recapped the Carnegie window repair project for new board member, Student Commissioner Wharff, and gave a tour to view some of the windows that are marked for repair.

7. UNFINISHED BUSINESS

- a. **None: All**

8. NEW BUSINESS

- a. **Overview of Library Board process and expectations: All**

Library Director gave an overview of what expectations and responsibilities library board member have. Library Director emphasized that the Library Advisory Board is unique among the City of Newberg committees because it interviews candidates before recommending the finalist for appointment by the mayor. Library Director also went over the board member binder that includes items such as, an abridged version of Robert's Rules of Order, a copy of the strategic plan, and approved library policies. Board members then took time to introduce themselves to the new board member, Student Commissioner Wharff.

- b. **Interview questions updates: All**

Library Director stated that three board members' terms will end at the end of this calendar year and the Library Advisory Board will need to decide on a procedure it wants to use to fill these positions. A discussion ensued among board members and some procedural questions were raised during this time. Library Director agreed to clarify these questions with the City's board committee liaison and report back to the board members at the next meeting.

9. NEXT MEETING/STEPS

Library Advisory Board:

- a. June 15, 2023, 7:00 p.m.
- b. No meeting in July.
- c. August 17, 2023, 7:00 p.m.

10. ADJOURNMENT

The Library Board adjourned at 8:26 p.m.

Submitted by Audrey Smith for Korie Buerkle.