



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES
June 15, 2023 7:00 P.M.**

- 1. CALL MEETING TO ORDER** at 7:00 p.m. by Chair, Suzanne Meenahan
- 2. ROLL CALL**

Board Members: Suzanne Meenahan, Chair; Sharee Adkins, Vice Chair & Liaison to Library Foundation; Tim O’Leary; Katie Wharff, Student Commissioner
Excused: Board Member Amanda Houston
Library Director: Korie Buerkle
Staff Note Taker: Audrey Smith
- 3. CONSENT CALENDAR**

Vice Chair Adkins moved to accept the Consent Calendar. Board Member O’Leary second the motion.

 - a. Minutes for the May 18, 2023 meeting was accepted.
 - b. Library Use Report for May 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 said that there is no Library Foundation report for this meeting because there was no meeting since the last library board meeting. Chair Meenahan asked how the Foundation is actively seeking new members. Vice Chair Adkins replied that the Foundation is focused on housekeeping items right now and not actively seeking new people to join yet.
 - b. **Library Director’s Report: Library Director.**

Library Director reported the following:

 - i. **Staffing Changes:** A new Library Assistant II staff was hired to work the information desks and assist with outreach services. This person will begin on 6/27/2023. The recruitment for a new on-call staff is now open. While the Library Director is on vacation in July, the Latino Services Senior Librarian will be in charge, with the Circulation Supervisor as back-up.
 - ii. **Carnegie Library Window Repairs:** The City’s Planning Dept. is almost finished with the permits and work could start in August or September.
 - iii. **Damage to Austin Room Air Conditioning Coil:** It appears the coil for the AC unit was intentionally damaged by someone. This coil is very expensive so a secondhand one is being purchased and a fence will be installed around the AC unit.
 - iv. **Summer Reading:** Three hundred people attended the Summer Reading Kick off and staff is planning for 500-700 people at our annual Public Works Day on June 22.
 - v. **Library Incidences:** It has been fairly quiet.
 - c. **Library Friends Report: Library Director.**

Library Director reported that the Newberg Library Friends made approximately \$600 in lobby book sales this past month. She said that the Library Friends volunteers come to the library almost every day of the week to stock the lobby with items and to process Amazon orders. Library Director stated that many of these volunteers also help in other library departments.

7. UNFINISHED BUSINESS

a. Interviews for positions opening January 2024: All

Library Director confirmed that the library board will have three positions open after the end of this calendar year and interested candidates will have to apply or reapply for these positions. Library Director stated that the City's board committee liaison said that the library board members with terms ending at the end of this year can still interview and recommend candidates. A discussion ensued regarding the process the Library Advisory Board would like to take in the next round of board member interviews.

b. Set date for interviews: All

Board members agreed to schedule an extra meeting in the fall of this year to decide whether they want to interview candidates and to determine the next steps.

8. NEW BUSINESS

a. No new business: All

9. NEXT MEETING/STEPS

Library Advisory Board:

a. No meeting in July.

b. August 17, 2023, 7:00 p.m.

10. ADJOURNMENT

The Library Board adjourned at 7:51 p.m.

Submitted by Audrey Smith for Korie Buerkle.