



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

August 17, 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: 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 June 15, 2023 meeting was accepted.
 - b. Library Use Report for June & July 2023 was accepted. Library Director stated that the door count numbers reached over 10,000 in June.
- 4. PUBLIC COMMENTS**

Public comment was given by Resident Smucker.
- 5. BOARD COMMENTS**
 - a. **Current Library Narratives.**

Library Director showed the reading logs from a young patron from this year’s Summer Reading program and read letters from local residents about their appreciation of the library.
- 6. REPORTS**
 - a. **Library Director’s Report: Library Director.**

Library Director reported the following:

 - i. Two staff members recently hired: One covers the information desks and is also doing library outreach. The another is an on-call staff.
 - ii. Updates on library building repairs: Carnegie building window restoration will occur from September to December 2023. Repairs to the HVAC system is still on-going but close to completion.
 - iii. Outreach Events: Staff had a library information booth this year at the Old-Fashioned Festival, the high school health center opening, the George Fox community fair for freshman, and the Newberg School District’s info fair for teachers. Next, staff will be going to a Beyond Backpacks event.
 - iv. Summer Reading Program 2023: Today is prize pick-up day for Summer Reading winners. 60 prizes were given in the first hour and a half. 2,461 kids, teens and adults participated in the program this year. 500 families participated in the Passport to the Parks. There were 3,259 library mascot finds and 297 literary quiz entries. Library Director stated that the number of participants this year were good, but down by a couple of hundred from last year. A record of 34 new library cards issued in one day was set.
 - b. **Library Friends Report: Library Director.**

Library Director reported that the Newberg Library Friends received \$574 in sales for July 2023 and the organization will be holding special lobby sales to move overstock.

c. **Strategic Plan Report: Library Director.**

Objective B1: Library Director stated that between the recent hiring of new staff and rearranging of staff responsibilities, the library has increased public engagement through marketing, social media, and print. Library Director also reported that staff have had positive interactions with the Newberg School District's new Communications and Community Relations staff.

Objective D3: Library Director stated that very few items from Newberg Public Library's visually impaired collection are being checked out, even with the collection moving to a prominent location in the library building. She said that staff already connect visually impaired patrons with resources from the State Library of Oregon, such as setting patrons up to access the Talking Book collection. Library Director stated that she plans to incorporate the Braille books that do get checked out into the bilingual section of the library and move the children's Braille books and board books to the Children's Room. Instead of investing staff time toward processing and cataloging new Braille books, she wants staff to direct patrons to the resources available at the State Library.

7. UNFINISHED BUSINESS

a. **Update on the Digitization Project**

Chair Meenahan asked if there was any development on this project. Library Director said that the City Manager has allocated funds to purchase a document scanner for the City of Newberg, and for the library to use it in this digitization project.

b. **Dates for interviews for open board positions: All**

Library Director proposed to board members that they conduct interviews in October for the three library board positions opening at the end of this year. Vice Chair Adkins requested a list of supplemental questions from the library board to accompany the city application that is given to candidates. A discussion ensued among the board members, and they agreed to the following: Conduct interviews in October and have the Library Director and Vice Chair Adkins present a list of supplemental questions for board members to review at the September meeting. Vice Chair Adkins implored the board members to consider advocating for the student commissioner positions in city committees to follow a different service time frame so that students do not end up in the circumstance of having to reapply for the position they were recently appointed to, such is the case for the current library board student commissioner.

8. NEW BUSINESS

a. **Updating the Facility Use Policy to include Carnegie Court: All**

Library Director recounted the history of confusion surrounding the ownership of the Carnegie Court and stated that the City of Newberg is working on legal documentation to demonstrate that it rightfully owns this property. She stated that the Carnegie Court has not historically been included when setting library policies and expressed that she would like the board to do so moving forward.

9. NEXT MEETING/STEPS

Library Advisory Board:

- a. September 21, 2023, 7:00 p.m.
- b. October 19, 2023, 7:00 p.m.

10. ADJOURNMENT

The Library Board adjourned at 7:56 p.m.

Submitted by Audrey Smith for Korie Buerkle.