



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD  
MINUTES**

**September 28, 2023 7:30 P.M.  
(Rescheduled From September 21, 2023)**

**1. CALL MEETING TO ORDER** at 7:30 p.m. by Chair, Suzanne Meenahan

**2. ROLL CALL**

Board Members: Suzanne Meenahan, Chair; Sharee Adkins, Vice Chair & Liaison to Library Foundation; Amanda Houston; Katie Wharff, Student Commissioner

Excused: Tim O’Leary

Library Director: Korie Buerkle

Staff Note Taker: Audrey Smith

**3. CONSENT CALENDAR**

Library Director realized that she did not submit the August 2023 Library Use Report for review and will include it with the September 2023 report at the next board meeting. Library Director did state that the library door count for August was high.

Board Member Vice Chair Adkins moved to accept the August 17<sup>th</sup> Board Meeting Minutes. Board Member Houston second the motion.

- a. Minutes for the August 17, 2023 meeting was accepted.

**4. PUBLIC COMMENTS**

None were lodged.

**5. BOARD COMMENTS**

- a. **Current Library Narratives.**

Library Director relayed a personal interaction with a patron who is writing a book and inquiring about the origin of a quote. Library Director discovered that this quote has been misattributed to another author, thus helping the patron from perpetuating this misattribution.

**6. REPORTS**

- a. **Library Foundation Report: Vice Chair Adkins.**

Vice Chair Adkins stated that during the last Library Foundation meeting an orientation for new members and officers was conducted. She said there were discussions on housekeeping processes, such as conducting background checks, creating on-boarding packets, recruiting future board members, and having clarity on the roles of the Library Foundation and the Newberg Library Friends.

- b. **Library Director’s Report: Library Director.**

Library Director reported the following:

- i. Security Cameras – Installation finished today, adding six more outdoor-facing views that include the south doors and entry doors of the building.
- ii. Carnegie Window Repairs – Chosen Windows started the repairs this month and project the project will be completed in January. Currently, the two front windows of the Carnegie Building are removed and the opening boarded up. Library Director was able to respond to an uptick of patron inquiries as to the reason for the removal.
- iii. New Signage Above Entry Door – The library’s name was installed above the library entrance door on Howard St.

- iv. Library Annex Building Reorganization – Library staff coordinated the cleaning and reorganization of this space during the annual Serve Day, when George Fox University students spend a day volunteering at various local organizations.
  - v. New On-Call Staff– The on-call staff hired recently left for a new job and the library was able to hire a new on-call person from the recent pool of candidates.
  - vi. Annual Staff Safety Training – Library staff focused on fire extinguisher use and locations, fire and earthquake evacuation protocol, active shooter scenario, and addressed other staff safety concerns.
  - vii. Library Open House on Sat., Nov. 18<sup>th</sup>, 10am-4pm – Library Director is asking the Library Advisory Board, Newberg Library Friends, and the Library Foundation to have a representative at a station during this event from 11:15am-1:45pm. Several library board members expressed interest in participating. The library’s outreach staff is coordinating this event that will include a storytime, behind-the-scenes tour, and other displays of services that are available at the library.
- c. **Library Friends Report: Library Director.**  
None.

**7. UNFINISHED BUSINESS**

a. **Report on process and dates for board openings: All**

Library Director stated that the online Library Board Application will currently close on Oct. 14<sup>th</sup> and candidate interviews will be held during the Oct. 19<sup>th</sup> board meeting. A discussion ensued about the closing date of the application and board members agreed to have the Library Director close it on Oct. 10<sup>th</sup>.

Board members reviewed the interview questions from the last application process and agreed to a list of the questions to remove, revise, or add. Board members agreed that these questions will once again be given in advance to candidates before the interview. Library Director reminded the Board that current board members, who are reapplying for board positions, will vote only in the interview they are not a part of.

Board Member Houston motioned to allow a subcommittee comprised of Chair Meenahan and Vice Chair Adkins to make the initial scoring of the applications, and the decision of the candidates to be interviewed. Student Commissioner Wharff second the motion. All present board members voted yes.

**8. NEW BUSINESS**

a. **Board training: All**

Library Director gave board members a copy of the *Book Pages* magazine and a library brochure on the Cultural Passes that can be checked-out to bring awareness of some library resources available to patrons.

**9. NEXT MEETING/STEPS**

**Library Advisory Board:**

- a. October 19, 2023, 7:30 p.m.

**10. ADJOURNMENT**

The Library Board adjourned at 8:33 p.m.

Submitted by Audrey Smith for Korie Buerkle.