



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD  
MINUTES**

**October 19, 2023 6:30 P.M.**

- 1. CALL MEETING TO ORDER** at 6:33 p.m. by Chair, Suzanne Meenahan
- 2. ROLL CALL**

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

Chair Meenahan proposed to begin the meeting with the Consent Calendar and move the New Business portion of the agenda to the last item on the list. All board members agreed.

  - a. Board Member O’Leary moved to accept the September 28, 2023 minutes and Board Member Adkins second the motion. Minutes for the September 28, 2023 meeting was accepted.
  - b. Vice Chair Adkins moved to accept the Library Use report for August & September 2023 and Board Member O’Leary second the motion. Library Use Report for August & September 2023 was accepted.

Library Director asked for suggestions on different ways to display the Library Use Report in the future and board members were able to give a few ideas.
- 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 stated that she did not have a report to give today.
  - b. **Library Director’s Report: Library Director.**

Library Director reported the following:

    - i. **How To Use Libby App Handout** - Library Director passed out a bookmark-sized handout that has instructions on how to use Libby, an online app patrons have access to with their library card to download audiobooks and e-magazines. Library Director and staff are working to increase the number of holds patrons can have on this app from five to fifteen through the Oregon Digital Library Consortium.
    - ii. **State Library Report** - Library Director is working on the annual State Library Report that is due at the end of October.
    - iii. **Vandalized Book** – Library Director showed board members an example of a vandalized book that would get reported as an incident in the State Library Report. The book had provocative comments written on its pages by a previous reader and a new copy would need to be purchased to keep the title in circulation.
  - c. **Newberg Library Friends Report: Library Director.**

Library Director stated that the Amazon and lobby book sales have been going strong. She confirmed that the Library Friends, along with the Library Advisory Board and the Library Foundation, will have a representative at the library’s Open House in November.

**7. UNFINISHED BUSINESS**

- a. **None.**

**8. NEW BUSINESS**

- a. **Reappointment of Student Commissioner Wharff: All**

Library Director reported that no new candidates applied for the student commissioner position on the Library Advisory Board.

Vice Chair Adkins moved to recommend that Student Commissioner Wharff be reappointed to the Library Advisory Board. Board Member O’Leary second the motion. The motion passed unanimously.

- b. **Library Advisory Board Interviews: All**

Board Members used a Likert scale rubric to score the interview questions of five board candidates. Library Director and Staff Note Taker then tallied the interview scores. Board members reviewed the results and based on who received the highest points in the interview process made the following recommendation:

Vice Chair Adkins moved to recommend that Amanda Houston and Julia Kightly be appointed to the Library Advisory Board, and to have Brian Smucker as the backup should any board seat become vacant prior to the end of the next board member term. Student Commissioner Wharff second the motion. The motion passed unanimously.

**9. NEXT MEETING/STEPS**

**Library Advisory Board:**

- a. November 16, 2023, 7:00 p.m.
- b. No December Meeting
- c. January 18, 2024, 7:00 p.m.

**10. ADJOURNMENT**

The Library Board adjourned at 9:09 p.m.

Submitted by Audrey Smith for Korie Buerkle.