



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

February 15, 2024 7:00 P.M.

1. **CALL MEETING TO ORDER** at 7:02 p.m. by Board Member, Tim O’Leary.
2. **ROLL CALL**
Board Members: Sharee Adkins, Liaison to Library Foundation; Julia Kightly; Suzanne Meenahan; Tim O’Leary; Katie Wharff, Vice Chair & Student Commissioner (arrived late)
Excused: Amanda Houston, Chair
Library Director: Korie Buerkle
Staff Note Taker: Audrey Smith
3. **CONSENT CALENDAR**
Board Member Meenahan moved to accept the Consent Calendar. Board Member Kightly second the motion.
 - a. Minutes for the January 18, 2024 meeting was accepted.
 - b. Library Use Report for January 2024 was accepted.
4. **PUBLIC COMMENTS**
None were lodged.
5. **BOARD COMMENTS**
 - a. **Current Library Narratives.**
Board members discussed the narratives they enjoyed reading about.
6. **REPORTS**
 - a. **Library Foundation Report: Board Member Adkins.**
Board Member Adkins stated that there is no report for this board meeting because the Library Foundation meets quarterly.
 - b. **Library Director’s Report: Library Director.**
Library Director reported the following:
 - i. List of Staff “Workaversaries” – This handout shows how long staff have worked for the Newberg Public Library.
 - ii. Talking Books & Braille Services Presentation During Last Staff Meeting – A rep from the State Library of Oregon spoke about how to use this statewide service that can ship, free of charge, braille/audio books and the player machine to patrons directly. Library Director emphasized that this service spoke to the reason why Newberg Public Library does not need a separate braille collection. During this presentation, library staff were also informed that making recommendations for this service is no longer limited to just doctors. Library staff can fill out a form to recommend this service for patrons.
 - iii. Library Artwork Committee – This committee met for the first time and accepted one donated art piece, while not accepting another one. There is a possibility that Newberg Public Library will be receiving a donated art installation from Peter Erskine, an artist who works with prisms and refracted light. Library Director met with Erskine last Friday who mentioned that Corvallis Public Library has one of his installations. Library Director spoke with Corvallis Library staff who said the installation was popular with their patrons, especially the kids, and the artist was a delight to work with. If this permanent installation goes through, it will be placed in the Carnegie Room.

- iv. Digitization of The Newberg Graphic – There was a meeting regarding the scanning of the Graphic. The scanner equipment was not damaged in the flooding of City Hall. The big flatbed scanner won't be used, but an overhead type of setup will be used instead. The timeframe for completing this project is about five years and will start relatively soon. Current and future volunteers will be trained in the scanning process.
 - v. Presentations at the Library – Britta Mansfield, who published a book about Newberg and is from the Newberg Area Historical Society, will be speaking at the library on March 14th. Last Saturday, there was a large turnout for Dr. David Lewis' presentation. Dr. Lewis is an indigenous author who wrote, "Tribal Histories of the Willamette Valley". There were eighty-two people who attended, and twenty had to be turned away due to limited space.
 - vi. CPRD Board Meeting – Library Director is going back to the CPRD board meeting on Feb. 22 when they will decide on the storage of the Riley Park historical documents at the Newberg Public Library.
 - vii. Presentations at Local Clubs – Library Director made presentations about the history of the Newberg Public Library at the Early Bird Rotarians and Chehalem Valley Rotary recently and will do the same at Kiwanis next week.
 - viii. Catalyst High School – Library Director and Teen Services Librarian, Ruth, will be going to Catalyst at the end of this month to make a presentation.
 - ix. Building Repairs – The wall in the staff room from last month's water leak has been fixed and only needs to be painted. The elevator is running but has water and oil at the bottom of the elevator shaft. Repairs are ongoing and will need a new sump pump at the bottom of the shaft.
 - x. Carnegie Library Window Repairs - Chosen Windows is mostly finished with the work. There are some cloudy windows that still need to be fixed. Newberg Library Friends had voted to pay for this project (that included donations from other people) and will end up costing around \$56,000. They also approved a certain amount to cover overages.
- c. **Newberg Library Friends Report: Library Director.**
Library Director stated that lobby sales reached over \$1,000 in January. Board Member Meenahan asked if there are types of book themes that sell better than others. Library Director said that children's books sell very well, but sales depend on what is received as donations. Board Member Meenahan asked if first editions are ever found. Library Director said that sometimes it happens and that when Library Friends gets a donation that might be valuable, they will sell online on Amazon. Library Director stated that there are Library Friends volunteers who come in every day to process donations and sales.
- d. **Cat Coming Into Library Building: Board Member Adkins.**
Board Member Adkins asked if it was correct that there is a cat trying to get into the library. Library Director confirm this situation and that people were concerned about the cat not having a home. Library Director said that a sign was posted stating that the cat does have a home, but not at the library.

7. UNFINISHED BUSINESS

- a. **About the Library Advisory Board: Library Director**
Library Director went over the Library Board Operating Procedures (revised January 2024) document with board members and pointed out the sections that were updated. Board Member O'Leary asked if there is anything more about moving to an odd number of board members. Library Director said that she still needs to follow up with the City Recorder about this. Library Director stated that at the next and subsequent board meetings, she will bring up a different library service to go over (such as Libby by OverDrive for next month) so that board members know how these library services work. Library Director read and emphasized the 2.16.100 Acceptance of Gifts section in the Newberg Municipal Code. Board Member Meenahan asked if this code included bequests from wills. Library Director replied that these types of gifts go to the Library Foundation because the library is not a 501(c)(3). Library Director then went over the following attached documents: Library Organization Chart, List of Library Board Members, and the 2021-2025 Strategic Plan.

Vice Chair and Student Commissioner Wharff arrived at this point in the meeting.

Library Director then continued with the next attached document, Virtual Public Meeting Guide to State Agencies, that was passed in January 2024.

Board Member Adkins inquired about the handout, “Tools For Trustees” that was included with the other documents presented tonight. Library Director stated that this handout came from the American Library Association’s United For Libraries and contained terms and definitions related to intellectual freedom and censorship that would be helpful to go over. Library Director drew attention to the definition of the word “challenge” and stated that the word “challenge” and “ban” are often used interchangeably when they should not be. Library Director proceeded to point out other relevant sections of the handout, then encouraged board members to read the document on their own time and to ask follow-up questions at the next meeting or by sending her an email. Library Director then showed board members, via the overhead projector, where to find the library policies on the library’s website.

8. NEW BUSINESS

a. **Upcoming 2024-2025 Budget: Library Director**

Library Director reported that she went over the potential library budget with the Finance Director and City Manager and not many categories are increasing. She said utilities and a few other items will increase, but most (including the book budget) will not increase. Library Director stated that the Budget Committee will start meeting in March or April. She also stated that she did not have the final grant amount from Library Friends but is expecting it soon.

Board members continued with a series of questions for the Library Director. Board Member Meenahan asked about the amphitheater since it has been an issue for a while. Library Director said that she has other priorities, such as fixing the deteriorating brickwork outside the front of the library, before focusing on the amphitheater. Board Member Adkins asked that when building the library budget, is the anticipated grant amount included along with the portion from the City, and what percentage of the budget is from each source. Library Director estimated that a 5% ballpark amount is from grants and used for library programs or to do extra projects. Board Member Meenahan asked if there are programs in development like storytime in the park. Library Director said that the library used to do these programs but is not doing them right now because they require a large amount of staff time. Board Member Kightly asked if the Library Director had a list of priorities, an internal one and/or one for others to see. Library Director replied that one of her big priorities is to replace the outdated reader board, as well as replacing end panels of shelves in the Carnegie Room, and replacing carpet in the upstairs staff area. Library Director then informed the Board that there will be a mailer, funded by Newberg Library Friends, going out to Dundee/Rural Newberg residents to inform them of library services that are now available to them.

9. NEXT MEETING/STEPS

Library Advisory Board:

- a. March 21, 2024, 7:00 p.m.
- b. April 18, 2024, 7:00 p.m.

10. ADJOURNMENT

The Library Board adjourned at 8:02 p.m.

Submitted by Audrey Smith for Korie Buerkle.