



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD  
MINUTES**

**January 18, 2024 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; Amanda Houston; Julia Kightly, Katie Wharff, Student Commissioner  
Absent: Tim O’Leary  
Excused:  
Library Director: Korie Buerkle  
Note Taker: Sharee Adkins  
Guest:
- 3. CONSENT CALENDAR**  
Board Member Houston moved to accept the Consent Calendar. Board Member Wharff seconded the motion. Motion carried.
  - a. Minutes for the November 16, 2023 meeting was accepted.
  - b. Library Use Report for November & December 2023 was accepted.
- 4. PUBLIC COMMENTS**  
None were lodged.
- 5. BOARD COMMENTS**
  - a. **Current Library Narratives.**  
Big round of applause to Bobbye for Spanish options for patrons. General appreciation for library narratives and library staff.
- 6. REPORTS**
  - a. **Library Foundation Report: Vice Chair Adkins.**  
Adkins wasn’t present at the December Library Foundation Board meeting. Library Director reported that Board met and approved an increase from 4% to 4.5% allocation for grant to library. Library requested 5%, and appreciative for the increase from 4% to 4.5%. Discussed investments during meeting.
  - b. **Library Director’s Report: Library Director.**  
Finished up Cozy Reading and don’t have numbers but was a successful year. Samantha did an amazing job with Library Mascot. In December held large Kid Craft Sale which went well.  
  
Library wasn’t closed much during holidays due to where dates fell. Saturday before last got a call because water was coming through the ceiling in the staff room. Downspout hadn’t been connected properly and was seeping into the ground. Public Works was called and also someone who deals with water damage. Opened wall and found mold, closed it off and were mostly able to stop leak. Looked again on Monday and took out large patch of wall. Didn’t find as much mold as expected. Concerned about damage to carpet, but it all got taken care of. Plastic still covering hole in the wall. Public Works is focused on water at City Hall, so will focus on this when able. Understandably not a priority at the moment.

Library is helping with flooding at City Hall by making meeting space available here at the library. Possible Library Annex upstairs might be used for some meetings. Might be the best available option. Question from Board Chair Meenahan regarding digitization project and whether this was impacted by flooding. Don't know yet whether the scanner survived, but have requested information.

Library has been busy and down staff, but everyone has been so great. So grateful and feel lucky to have such a good staff.

Starting budgeting season. Anticipate library budget will remain the same, and nothing big to report. Will have more to report on in the next meeting. From there will go to the budget committee, which likely starts to meet in March, and then will go before City Council for vote.

c. **Newberg Library Friends Report: Library Director.**

Have had great lobby sales (barely under \$1000 per month recently) and donations. Will have updated numbers. Plan for Library Friends funds is to be working on restoration projects around the library. Need new paneling in Carnegie Library—will make a big difference with lights. BTW – Chosen Windows has completed their work and it looks fantastic. Much better light and hopeful heating is better as well. Will likely have a project and numbers to report on in February.

**7. UNFINISHED BUSINESS**

a. **None: All**

**8. NEW BUSINESS**

a. **Elect Library Advisory Board Officers for 2024: Chair Meenahan**

Vice Chair Adkins nominated Board Member Houston to serve as Chair, who agreed to serve. Board Member Wharff seconded. Motion carried. Board Member Houston nominated Board Member Wharff to serve as Vice Chair, who agreed to serve. Board Member Kightly seconded. Motion carried.

b. **Presentation: About the Newberg Public Library: Library Director**

c. **Presentation: About the Newberg Library Advisory Board: Library Director**

Agreed to move to a future meeting.

d. **Updating Unattended Child Policy: Library Director**

Board members discussed instances where the new policy would be beneficial. Provides greater clarity to staff and patrons regarding expectations. Chair Houston moves to accept the policy. Seconded by Board Member Kightly. Motion carried.

e. **Updating Library Card Policy: Library Director**

Question about old policy and scholarship language. New policy makes basic card available to all and that was the intent. Vice Chair Wharff moves to approve the new policy, Board Member Meenahan seconded the motion. Motion carried.

**9. NEXT MEETING/STEPS**

**Library Advisory Board:**

- a. February 15, 2024, 7:00 p.m.
- b. March 21, 2024, 7:00 p.m.
- c. April 18, 2024, 7:00 p.m.

**10. ADJOURNMENT**

The Library Board adjourned at 8:05 p.m.

Submitted by Sharee Adkins for Korie Buerkle.