



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

March 21, 2024 7:00 P.M.

- 1. CALL MEETING TO ORDER** at 6:58 p.m. by Chair, Amanda Houston
- 2. ROLL CALL**

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

Board Member Adkins moved to accept the Library Use Report. Board Member Meenahan second the motion.

 - a. Minutes for the February 15, 2024 meeting will be presented at the next meeting.
 - b. Library Use Report for February 2024 was accepted.
- 4. PUBLIC COMMENTS**

None were lodged.
- 5. BOARD COMMENTS**
 - a. **Current Library Narratives.**

Board Members discussed the narratives they enjoyed reading.
- 6. REPORTS**
 - a. **Library Foundation Report: Board Member Adkins.**

Board Member Adkins reported that there was a Library Foundation meeting last week and the Library Director gave a presentation about how the funds from the Foundation support library programs. Board Member Adkins stated that the Library Director asked for additional funds, above the annual ask, to mail notices to Dundee residents about library services available to them. She said additional funds were approved, up to between \$2,100-\$2,300, by the Library Foundation. Library Director said that she hopes the funds can also pay for mailers to be sent to rural Newberg residents. Board Member Adkins said the Foundation also had a conversation about reaching out to estate planning law firms with Library Foundation brochures for those interested in giving to the library.
 - b. **Library Director’s Report: Library Director.**

Library Director reported the following:

 - i. Presentation By Roy Gathercoal at Library Staff Meeting – At the February meeting, Disabled Small Business Advisor, Roy Gathercoal, spoke about to his experiences and perspectives navigating public spaces in a wheelchair. Gathercoal also shared recommendations on what to consider and change when planning for accessibility for patrons. Staff participated in a scavenger hunt where they had to navigate the streets around the library, with one person in a wheelchair, another wearing translucent goggles, and one only able to give verbal navigation instructions. Several staff from other City of Newberg departments also attended this meeting.
 - ii. Newberg Public Library Given Access to Historical Documents At Rilee Park – At the last CPRD Board meeting, approval was given to have the historical documents moved to the Newberg Public Library so that they can be scanned for future use by the public. Library and City staff will collaborate on how to move them and where to store them.
 - iii. Newberg Kiwanis Donation – Library Director made a presentation at Newberg Kiwanis and heard back that they plan to give the library \$500 for Children’s Playaways.

- iv. Library Presentation By Britta Mansfield – There were about twenty attendees at the presentation by local history author, Britta Mansfield, this month on her book “Newberg (Past and Present)”.
 - v. City Budget Committee Meeting – Budget Committee will start meeting at the end of April. The budget document will include narratives on what the library is doing and how it is fulfilling City Council goals.
- c. **Newberg Library Friends Report: Library Director.**
Library Director stated that she excused herself from the room during the discussion on how much funding will give to the library this year. Library Director reported that the Library Friends will give \$30,000 toward new shelving panels for the Carnegie Room that will help brighten the dark room. She elaborated that if this amount is not enough to complete the project there may also be some fundraising involved, as well as expanding this project over multiple years. Library Director reported that the lobby sales made \$471 last month, and a presentation was made to the Library Friends on best practices for processing books to send to Thriftbooks. Chair Houston asked what the fundraising would look like if we were to fundraise for the shelving panels. Library Director gave the example of the last fundraising ask by email for the Carnegie window repairs and said the best approach is to have a specific project in mind when fundraising. Board Member Kightly asked if donations go through the Newberg Library Friends or the Library Foundation. Library Director said that it depends on the project.

7. UNFINISHED BUSINESS

a. **Overdrive Statistics: All.**

Library Director and board members looked over the statistics for library e-resources, like e-books and e-audiobooks. Library Director said that CCRLS and State funding is putting more money into e-resources and more will also be allocated to it in the coming year’s library budget. Library Director stated that e-resources can cost between \$40-\$75 per title, and the price does not mean the library can keep the title indefinitely. Board Member O’Leary asked if there is one person reviewing and purchasing e-resources. Library Director said that there are two purchasers and titles purchased are based on the number of holds.

b. **Adding additional board member request: Library Director.**

Library Director said that the request to increase the number of Library Advisory Board members is on pause and does not look like it will happen soon. Chair Houston asked why it is on pause. Library Director said that the City had recently redone the city board procedures and that it is not on the plate to get back to redoing it soon.

8. NEW BUSINESS

a. **Library Resource of the Month, Libby by Overdrive – A “How To”: Library Director.**

Library Director played two videos on the overhead projector about how the Libby app works. Library Director said that staff frequently will walk patrons through how to use Libby. Library Director stated that her hope for sharing this resource with the board is so that board members will start using it, and can share about this library e-resource with other people.

Board Member O’Leary asked if library cultural passes are popular. Library Director said she can make a future presentation to the board about cultural passes.

9. NEXT MEETING/STEPS

Library Advisory Board:

- a. April 18, 2024, 7:00 p.m.
- b. May 16, 2024, 7:00 p.m.
- c. June 20, 2024, 7:00 p.m.
- d. No July Meeting
- e. August 29, 2024 7:00 p.m.
- f. September 19, 2024 7:00 p.m.

10. ADJOURNMENT

The Library Board adjourned at 7:39 p.m.

Submitted by Audrey Smith for Korie Buerkle.