



NEWBERG PUBLIC LIBRARY ADVISORY BOARD

MINUTES

February 18, 2016 7:00 P.M.

- I. **CALL MEETING TO ORDER** at 7:10 pm by Chair Corina Kanen.
- II. **ROLL CALL** Members Present: Corina Kanen, Crystal Garcia, Kerrie Allen, Geoff Godfrey, Chris Koch
Staff Present: Leah M. Griffith, director
- III. **CONSENT CALENDAR**
 - a. The Minutes of the January, 2016 meeting were accepted .
 - b. Statistical Reports: The January Library Use Reports was accepted. The board requested information on why there appears to be more Spanish programs, but few attendees.
- IV. **PUBLIC COMMENTS** None
- V. **BOARD COMMENTS** The presentation by Korina and Kerrie to the Foundation was reviewed. The Board thanked them for their efforts and energies spent on the presentation. It was a good meeting. The Board was interested in seeing the Foundation Bylaws and Leah will bring them to the next meeting.
- V. **BUSINESS**
 - a. The Library Meeting Room Policy was reviewed. Leah will bring a final copy to the next meeting to consider for adoption.
 - b. The Library Fine & Fee Schedule was reviewed and adopted. The main changes were to remove the Fax section since the library no longer has a fax machine and to assign overdue fines, processing fees for lost/destroyed materials and collection agency fees as established by CCRLS policy/contract. This fee recommendation will go forward to the City Council who will be adopting a city-wide fine/fee schedule that will include library fees later in the spring.
 - c. The letter thanking members of the Strategic Planning Committee was sent.
 - d. The Strategic Plan Work Plan Report was shared with highlights being the approval of new hours in March and the partnerships with the schools on the Oregon Battle of the Books.
 - e. The budget process for the city is continuing. Leah has presented a budget that has some increase to the materials budget as well as a plan to remodel the circulation area for efficiencies with self-pick up of holds. It goes to the city manager and then budget committee in April.
 - f. City Council has asked all city commissions and boards to make a 5 minute report to the Council at the March 21st 6 pm Council work session on the purpose of the board and what are key current projects. Corina may or may not be able to attend, however we can determine who will make that presentation at the March 17th board meeting.
- VI. **REPORTS**
 - a. The Oregon State Library Technology plan, The Edge Assessment, was completed. Results will be shared this spring.
 - b. Chris Koch's position on the board will be open at the end of June. The city will be advertising the opening and Chris is eligible to reapply. It will get posted in March and April.

VIII. NEXT MEETING/STEPS Next meeting is March 17, 2016.

IX. ADJOURNMENT

The Board adjourned at 8:30 pm.

Submitted: Leah Griffith, Board Secretary/ Library Director

Approved: _____