

Library Board Opening Process Spring 2018

Position Open:

Position #4 7/18 to 6/22 City Resident or Non Resident of the City, but within the Greater Chehalem Valley*

Incumbent: Paul Headley, city resident, eligible for reappointment

Time Line:

- May 9-June 8* Posted at Library, City Hall, Public Safety (**sent 5-9-18**)
Posted on Library and City Websites (**Posted 5-9-18**)
Email notice to Board (**5-9-18**)
Email notice to staff (**5-9-18**)
- May 16 & 23* Article in Newberg Graphic (**sent 5-9-18**)
- May 9, 30, Jun 5* Article on Library's Facebook Page (posted 5-9-18 and scheduled 30th and 5th)

The City of Newberg is seeking applicants to fill one position on the Newberg Public Library Board. The Board is an advisory group composed of five members who meet monthly to discuss and take action on items affecting library service to the community. There is one position available. Applicants may be a resident of the City of Newberg or the greater Chehalem Valley area. It is a four year term, July 2018, June, 2022.

Appointments to the Library Board are made by the Mayor with the consent of the City Council. Applications for the position are available online at www.newberglibrary.org, or at City Hall and the Library. Please return applications to the City Recorder at Newberg City Hall by **Friday, June 8, 2018, 4:30 pm**. For more information, contact Library Director Leah Griffith at 503-537-1256 or leah.griffith@newbergoregon.gov.

Friday, June 8th , 4:30 pm Deadline for applications for Library Board to be received

Monday, June 11th Contact applications for interview

Thursday, June 21st Interview candidates at Library Board meeting and select recommended candidate

Friday, June 22nd Information to Mayor for recommendation, include RCA for the Council Packet. Copy memo to Mayor and RCA to City Recorder. Work with Mayor and City Recorder to make sure it is on Council Agenda

Monday, July 16th Attendance/Appointment at City Council meeting
Appointment effective July 1, 2016

Thursday, July 19th Attendance at first Library Board Meeting as a voting member

* City Code/Chapter 32.01: "One member of the Library Advisory Board *may* reside outside the city limits." It is not required