

Library Advisory Board Meeting

Meeting minutes for April 17, 2025, 6:00 p.m.

City Hall, First Floor Conference Room

Call Meeting To Order

Amanda Houston, Chair, called the meeting to order at 6:00 p.m.

Roll Call

Present members included Amanda Houston, Julia Kightly, Tim O'Leary, and Jessica Hopkins-Hubbard

Accept Consent Calendar

Hopkins-Hubbard moved to accept the consent calendar as presented. Julia seconded the motion.

The consent calendar, including the March 2025 Library Advisory Board Meeting Minutes and March Library Use Report, was accepted.

Public Comments (5 minutes maximum per person)

There were no public comments recorded in the transcript.

Board Comments

Current Library Narratives

There were no specific board comments

Reports

Library Foundation report (Amanda Houston)

Amanda Houston reported on the Library Foundation's activities. She mentioned that they were working on redoing the bylaws with a small committee. The committee was bringing pieces of the bylaws to the foundation for input at each meeting. Once completed, they plan to have the foundation approve the changes.

Library Director's report (Korie Buerkle)

Korie Buerkle provided an extensive report on various library matters:

Building Project Update:

- All quotes for the project have been received.
- The carpet for the meeting room will cost \$12,000.
- Additional carpet quotes were obtained for the friends' book sale area, children's office, and downstairs area.
- The same carpet as in the children's library (without bright spots) will be used.
- Meeting room repairs are estimated at around \$30,000.
- Grant Requests:
 - Two grant requests of \$10,000 each were submitted to Early Birds Burgundy Foundation and Austin Family Foundation.
- The library friends have committed about \$15,000 for the project.

- The city will cover the remaining costs, but funds won't be available until the new fiscal year (July).

Programming:

- Story times have been adjusted due to the lack of meeting room space.
- More outside story times are planned for the summer, weather permitting.

Teen Library Intern Interviews:

- Interviews were conducted last week with 13 candidates.
- Staff provided interview tips and questions to candidates beforehand.
- Limited funds are available to hire interns.

Teen Volunteer Recruitment:

- The library is recruiting teen volunteers, focusing on middle schoolers.
- Volunteers will assist with summer reading sign-ups in the lobby.

Summer Reading Program:

- Staff are finalizing preparations for the summer reading program.
- Some activities have been scaled down due to lack of meeting room space.

Conference Attendance:

- Korie, Ruth, and Heather will be attending the Oregon Library Association conference in Eugene from Wednesday to Friday. They will be presenting at the conference.

Library Friends report (Korie Buerkle)

Korie Buerkle reported that the Friends of the Library have been doing an excellent job with their book sale space. She mentioned that Audrey Smith was in charge of organizing the space and did a phenomenal job. The new space is more welcoming and better organized than before. There is a possibility that the Friends will remain in this new, larger space instead of moving back to their previous location.

Unfinished Business

Updates on Strategic Plan 2021-2026 objectives

There were no specific updates on the Strategic Plan 2021-2026 objectives recorded in the transcript.

New Business

Library Budget Review

Korie Buerkle presented the proposed library budget for the upcoming fiscal year. She explained that this proposal would be presented to the budget committee, which consists of the mayor, city councilors, and an equal number of citizens. Key points included:

- The library's budget is relatively small compared to other departments.
- For the first time since Korie became director, she is able to ask for an increase in the materials budget.
- The budget is divided into City Funds (account 3120) and Gift Memorial Grant Fund (account 2022).
- The Gift Memorial Grant Fund includes money from various grants, donations, and the library foundation.
- There are no significant changes from the previous year's budget, except for a slight increase in the materials budget.
- The city has been equitable in handling budget cuts in the past.

Outside factors likely to impact library budget and services

Korie Buerkle discussed several external factors that could impact the library's budget and services:

IMLS and LSTA Funding:

- Potential cuts to federal funding could affect state library services, including Overdrive and database access.

Salem Public Library:

- Salem's city budget issues may result in significant staff cuts and closure of the West Salem branch if a city levy doesn't pass in May.
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- This would impact Newberg library patrons due to Salem's role in the library system.

McMinnville Public Library:

- Facing budget issues and potentially reducing hours of operation.

Book Prices:

- Potential increases in book prices due to paper tariffs, as most paper comes from Canada or China.

Library Resource of the Month

Book Club sets for check-out

Korie Buerkle highlighted the availability of book club sets for check-out. These sets include 10 physical copies of a book and a discussion guide. Jessica was credited for setting up this resource. The sets cater to various book clubs in Newberg, including mystery, thriller, and affirmation book clubs.

Library Wand: See pics on next page, Supplement 1

Korie Buerkle introduced the library wand, a device used for scanning and inventorying books. Key points about the wand included:

- It can scan about 1,000 books in half an hour.
- The wand identifies misplaced items, items that weren't properly checked in, and items without proper tags.
- Staff have been enjoying using the wand, finding it efficient and satisfying.
- The library currently has the wand on loan for three months as part of a rotation among C0F libraries.
- Alexis, the circulation manager, has created a set of instructions for using the wand.

Next Meeting/Steps

The next Library Advisory Board meeting was scheduled for May 15th. It was noted that there would be no meeting in June due to a scheduling conflict.

Adjournment

The meeting was adjourned at 7:00 p.m.