

# Library Advisory Board Meeting – March 20, 2025

## Meeting minutes

### 1. Call Meeting to Order

The meeting was called to order at 6:04 p.m.

### 2. Roll Call

Amanda Houston, Chair, Julia Kightly, Vice Chair, Sharee Adkins, Jessica Hopkins-Hubbard, and Korie Jones Buerkle were present. Tim O'Leary was absent.

### 3. Accept Consent Calendar

**Accept February 2025 Library Advisory Board Meeting Minutes**

**Accept February 2025 Library Use Report**

A motion was made to accept the consent calendar.

*Julia Kightly moved to accept the consent calendar. Jessica Hopkins-Hubbard seconded the motion.*

The motion passed unanimously.

### 4. Public Comments

There were no public comments.

### 5. Board Comments

#### A. Current Library Narratives

Board members discussed the current library narratives, noting that they were "wonderful" as always. They mentioned a list of cute stories and a photograph of stubby pencils, which were particularly loved. It was noted that children were fascinated by the short pencils at the library because of their small size. The board also mentioned a cute story involving a princess tiara.

### 6. Reports

#### A. Library Foundation Report

The Library Foundation met in February. Amanda Houston attended and reported on the beginning of the meeting, which included a financial report and a healthy discussion about expectations for the year. The treasurer, Andrew Bierer, raised points for the board to consider regarding fiduciary responsibility. Two new members were voted in, and there was increasing interest from potential new members. The next meeting was expected to be in April.

## **B. Library Director's Report**

The Library Director provided several updates. Regarding the leak in the library meeting room floor, estimates were being gathered but no final numbers had been received yet. A move-out date of April 8, 2025 was set, and plans were underway to relocate items from storage rooms and the Library Friends room. Volunteer groups were being coordinated to assist with the move.

The library was scheduled to be closed the following day for a staff training event. The day's activities included a scavenger hunt around town to meet community partners, a records retention training with the city recorder, presentations, and "Library Olympics" to test staff skills.

The director also reported on potential federal funding cuts to the Institute of Museum and Library Services (IMLS), which could impact Library Services and Technology Act (LSTA) grants. However, recent news suggested that funding for the next two years was fairly secure.

It was announced that Mabel Rush Elementary School had won the Regional Tournament for Oregon Battle of the Books, which was met with enthusiasm.

## **C. Library Friends Report**

The Library Friends were reported to be working on plans for moving books to the annex and had set up computers there. They were described as gracious and flexible regarding the move. The director expressed gratitude for their funding support and willingness to help cover some of the costs for the meeting room repairs.

## **7. Unfinished Business**

There was no unfinished business.

## **8. New Business**

### **A. Library Policy Review – Library Card Policy**

The Library Director proposed changes to the library card policy, specifically regarding Educator Cards. The main change was to remove the option for homeschooling families to obtain educator cards, as it was no longer necessary given that Dundee residents could now get regular library cards. The policy was also updated to include Dundee educators alongside Newberg educators.

A motion was made to accept the amended library card policy.

*Julia Kightly moved to accept the library card policy as amended during the meeting.*

*Amanda Houston seconded the motion.*

The motion passed unanimously.

The board also discussed options for families who cannot physically visit the library to obtain a card, such as mailing cards after receiving scanned applications.

### **B. Library Advisory Board Training – Review of Library Collection Management Policy**

The Library Director apologized for not having printed copies of the policy available. She promised to send a link to the online version of the robust collection management policy. The

director gave an overview of the policy, which includes guidelines for book selection, collection maintenance (including "weeding" of unused books), and the process for handling book challenges. The importance of keeping the collection current and appealing was emphasized.

### **C. Library Resource of the Month - Readalongs**

The Library Director introduced a new collection of "readalongs" - picture books with an audio component. These books, many available in both English and Spanish, have been receiving positive feedback. The collection currently includes 50-75 books, with plans for expansion. Grant funding is being sought to support the growth of this collection. The board discussed the popularity of these items and their location in the children's section of the library.

## **9. Next Meeting/Steps**

The next meeting was scheduled for April 17 at 6 PM. The location was to remain the same until further notice.

## **10. Adjournment**

The meeting was adjourned at 6:34 PM.