



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

February 20, 2025 6:00 P.M.

- 1. CALL MEETING TO ORDER** at 6:02 p.m. by Vice Chair Julia Kightly
- 2. ROLL CALL**
Board Members: Amanda Houston - excused, Chair & Liaison to Library Foundation; Julia Kightly - present, Vice Chair; Sharee Adkins - present; Jessi Hopkins-Hubbard - present; Tim O'Leary - present
Absent:
Excused: Audrey Smith, Staff Note Taker
Library Director: Korie Buerkle - present
Guest:
- 3. CONSENT CALENDAR**
Board Member Tim O'Leary moved to accept the Consent Calendar. Board Member Julia Kightly seconded the motion. All approved.
 - a. Minutes for the January 16, 2025 meeting was accepted.
 - b. Library Use Report for January 2025 was accepted.
- 4. PUBLIC COMMENTS**
None were lodged.
- 5. BOARD COMMENTS**
 - a. **Current Library Narratives.**
Always a joy!.
- 6. REPORTS**
 - a. **Library Foundation Report: Chair Houston.**
None
 - b. **Library Director's Report: Library Director.**
Library Director reported the following:
 - i. Expanding hours March 1; looked at statistics and proposed Tuesday expansion while keeping Wednesday the same (6PM closure).
 - ii. Interviews tomorrow for on-call position.
 - iii. Have a leak coming up from the ground in the meeting room. One contractor out to do an estimate, another next week. Did air quality test and results later this week. Not concerned for rest of the library. Meeting room is in the oldest part of the library, but still waiting to see what caused it. Impacts Library Friends space as well, but they've been using Library Annex. They bring in a lot of funding for the library, so important they're able to continue. Moved programming to elsewhere in the library.
 - c. **Newberg Library Friends Report: Library Director.**
Friends did meet, but did not determine a sum to contribute to the library yet. Will be reflected in 2025-2026 budget.
- 7. UNFINISHED BUSINESS**
 - a. **Updates on Strategic Plan 2021-2026 Objectives: All**

Bobbie Hernandez, Sr. Librarian, has been working on outreach survey form for staff use. Will enable staff to indicate which strategic plan goal is being met with various events. Get a lot of requests for events, so using this as a strategic filter.

8. NEW BUSINESS

a. Library Resource of the Month – New City/Library Website: All

Library Director walked the board through an overview and tour of the new library website. How to get a library card, featured resources, library of things, etc. Many different languages that the website can be used. More accessible, readability is better, will (soon) be able to make screen bigger for better visibility. Only one person with training right now, but will add more soon.

b. State Library Report Review: All

Library Director shared presentation “Newberg Library: Comparative State Library Report 2023-2025.” Service area is 38,000 total population served. Total FTE Staff per 1,000 population isn’t the lowest, but not far from that. Program attendance is one of the highest with 20,148 last year. Physical/digital circulation: Newberg is one of the highest for physical and digital--continue to go up. Library visits an area where we can do better; still best we’ve ever had, but lagging behind other libraries that are our size. Per capita collection expenditure a bit higher than McMinnville, but better than a few others. Won’t know budget yet for 2025-2027, but requested additional funds. Library board members commented on how impressed they were with how we use our resources--we accomplish a LOT with limited resources.

c. Cell Phone Use Policy

While the issue doesn’t come up every week, it comes up often enough that staff requested the policy be updated. All situations described have happened, and library staff have ability to make exceptions. Recognize that occasionally need to contact people due to injury/fall, etc. Can’t use phones for things like ordering pizza, making long-distance/collect calls, or conducting personal business. Sometimes receive calls from individuals looking for someone; for patient privacy will not make this information available.

Tim O’Leary moved to accept the policy with one word change (changing “toll-free” to “collect”). Julia Kightly seconded. All approved.

Question from Vice Chair Kightly regarding construction work going on at the library. City concrete crew and city engineer have been working to remove pavement/retaining wall and fix doors, etc. so that emergency exit that won’t create problems for anyone with mobility issues. Very excited about this change. A few other changes were made to exterior retaining walls to aid in visibility and safety.

9. NEXT MEETING/STEPS

Library Advisory Board:

- a. March 20, 2025, 6:00 p.m.
- b. April 17, 2025, 6:00 p.m.

10. ADJOURNMENT

The Library Board adjourned at 6:40 p.m.

Submitted by Sharee Adkins for Korie Buerkle.