



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

January 16, 2025 7:00 P.M.

- 1. CALL MEETING TO ORDER** at 6:59 p.m. by Chair, Amanda Houston
- 2. ROLL CALL**
Board Members: Amanda Houston, Chair & Liaison to Library Foundation; Sharee Adkins; Jessi Hopkins-Hubbard; Julia Kightly; Tim O'Leary
Library Director: Korie Buerkle
Staff Note Taker: Audrey Smith
- 3. ACCEPT CONSENT CALENDAR**
Board Member Kightly moved to accept the Consent Calendar. Board Member Adkins second the motion.
 - a. Minutes for the December 19, 2024 meeting was accepted.
 - b. Library Use Report for December 2024 was accepted. Library Director mentioned that the current library hours are impacting the door count.
- 4. WELCOMING NEW BOARD MEMBER**
The Library Advisory Board welcomed new member Jessi Hopkins-Hubbard.
- 5. PUBLIC COMMENTS**
None were lodged.
- 6. BOARD COMMENTS**
 - a. **Current Library Narratives.**
Library Director relayed a new one that happened earlier today.
- 7. REPORTS**
 - a. **Library Director's Report: Library Director.**
Library Director reported the following:
 - i. Cozy Reading Program – There was great turnout, even though stats were lower due to the program being a week shorter than last year.
 - ii. Library On-Call Staff Positions Open – The library is currently accepting applications for three new on-call positions and have already received twenty-five.
 - iii. Library Open Hours – Library Director will take a closer look at door count statistics to see if the library will return to the same number of open hours or make adjustments.
 - b. **Library Foundation Report: Chair Houston.**
Chair Houston said the Library Foundation did not meet this past month.
 - c. **Newberg Library Friends Report: Library Director.**
Library Director said that at the annual meeting the Library Friends did not have the financial report ready so was not able to give a number yet for the donation to the library this year. Library Director expressed her desire to use these future funds for a feasibility study on how to redo the entry of the library for better access.
- 8. UNFINISHED BUSINESS**
 - a. **Updates on Strategic Plan 2021-2026 Objectives: All**
Objective B: Library Director said that the digitization of the Newberg Graphic will commence soon after the delay due to the flooding of City Hall last year. She said the camera/scanner equipment at City Hall will be set up and staff will be trained first in how to use the equipment.

9. NEW BUSINESS

a. **Elect New Board Chair and Vice Chair: All**

Board Member Kightly moved to nominate current Chair Houston to stay as Chair and Board Member Adkins second the motion. All agreed.

Board Member Adkins moved to nominate Board Member Kightly as Vice Chair and Board Member O'Leary second the motion. All agreed.

b. **Check On Dates and Times For New Year: All**

Library board members discussed making changes to the meeting time and dates for this year.

Chair Houston moved to change the Library Advisory Board meeting time to 6:00pm and to not meet in June & July of this year. Board Member Kightly second the motion. All agreed.

Board members also discussed the filling of the Student Commissioner position on the board. Library Director encouraged board members to reach out to people they know who might be interested in applying for this position.

c. **Library Advisory Board Training Ideas And Feedback: All**

Library Director began with an overview, for the board and especially for the new member, of the different sections of the library board notebook binder. She also mentioned available online training, which board members decided they would prefer to do individually instead of as a group.

Board members then came up with some training ideas and feedback, such as: Review and compare the annual State Library Report with Newberg Library stats, define the rolls and expectations of Library Advisory Board members, and what it means to be on the Library Advisory Board versus the Library Foundation, or the Newberg Library Friends. Library Director said she will create some type of calendar for the next meeting that will have important board dates on them. For example, when board member terms are coming up. For later this year, Board Member Adkins suggested getting the City Manager's advice on the process of creating a strategic plan before planning begins next year.

d. **Library Resource of the Month: All**

Library Director spoke about the popular Puzzle Exchange passive program that is upstairs on the side of the Information Desk. She said it is a one-to-one exchange where people bring a puzzle and take a puzzle home. However, she emphasized that people could take one if they don't bring one because the library currently has more puzzles than shelf space.

Library Director also spoke about the free Talking Book & Braille Library, available through the State Library for Oregonians who have a print disability, such as dyslexia or not being able to read the standard 12 pt. font for a long period of time. Library Director said the materials are delivered to the patron's home and applications for the service can be authorized by the patron's librarian, not just by a medical professional. She gave examples of materials that are available, including a specialized audiobook device (Talking Book) that is easier to operate than a mobile device. She said the repository for all these materials are in Utah and sent throughout the country.

10. NEXT MEETING/STEPS

Library Advisory Board:

- a. Thursday, February 20, 2025, 6:00 p.m.

11. ADJOURNMENT

The Library Board adjourned at 8:00 p.m.

Submitted by Audrey Smith for Korie Buerkle.