

Library Commission approved minutes as amended on date May 15, 2017.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday Apr 11, 2017.

Members Present: Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Jon Youngberg, Secretary; Elizabeth Beechwood; Nickie Augustine; Mitchell Faris, Student;

Members Absent: None

Staff: Colleen Winters, Library Director

Council Liaison: Timothy Rippe

Others: None

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Mar 14, 2017:

MOTION: Kathleen moved, seconded by Nickie, to approve the Mar 14, 2017 minutes as presented. **MOTION CARRIED** by all.

4. CITIZEN COMMUNICATIONS: None.

5. INFORMATIONAL ITEMS:

5a. FOUNDATION REPORT: Colleen Winters shared comments about the activities of the Library Foundation of Forest Grove:

a) Will hold a board meeting next week. Has not held a board meeting since the last meeting of the Library Commission.

b) See the Library Foundation of Forest Grove's web site (www.fglf.org).

5b. FRIENDS REPORT: Colleen Winters shared comments about the activities of the Friends of the Forest Grove Library:

a) Held Friends Annual Meeting Wed April 5 at 5:30PM in the Rogers Room. The past year was reviewed and officers were elected for the coming year. Bylaw changes were passed.

- b)** Online book sales continue to do very well for the Friends. They have raised \$7,230 from online sales. An average of one book is sold online daily. A \$200 book was sold recently. The current inventory is 1600 items.
- c)** The Spring Used Book Sale in the Rogers Room is coming next week in the Rogers Room - Monday thru Saturday. Set up is occurring this week. .
- d)** The Friends web site is at: fglibraryfriends.org.

5c. COUNCIL LIAISON REPORT: Timothy Rippe shared comments about the recent activities of the Forest Grove City Council:

- a)** The City Council's annual retreat was held Feb 4, 2017 and results were approved Feb 24. The City Council's Goals and Objectives were set for starting July 2017. Will have an effect on the library and budget. Some items of interest:
 - 1. Staff succession process plan for dept heads and directors.
 - 2. Latino outreach. How each dept can better serve?
 - 3. Levy renewal process, 5-year levy to take effect July 2018 How much to ask to maintain or improve various service levels, and with city population going up?
 - 4. How to (better) publicize city successes, such as library events?
- b)** 2016 Citizen Survey results. Sources of info. Most important policy items.
- c)** The Annual Town Meeting (ATM) was held Sat Jan 28, 2017 at 9 AM in the City Auditorium. Themes this year were: "What is a Full-Service City?" and "What are the essential services for a Full-Service City"? Local option levy discussed. Do we want to simply maintain current levels of service, or to increase them? Cost? Results are on City website.
- d)** Mar 20 homelessness presentation. Inventory of homeless in city taken.
- e)** Times-Litho site, construction can start.
- f)** Plans for more apartment construction in the City mentioned.
- g)** Timothy attended National League of Cities meetings and conferences in Washington D.C. Important topics were:
 - 1. Immigration reform
 - 2. Community development block grants in Federal budget in jeopardy.
 - 3. Opioid use is a severe problem (on the east coast, not here).

5d. LIBRARY DIRECTOR'S REPORT: Colleen Winters reported these items:

- a)** Robert G. hired as a Library Assistant, replacing Jessica F. who was promoted to Volunteer Coordinator.
- b)** Sat Apr 1 held an **ice cream-making competition** with 13 teens. Teams made their own flavor then tasted each other's and voted on the best one.
- c)** **New self-checkout machines** are up and running, again allowing library patrons to make payments with credit cards for monies owed on their accounts.
- d)** **Art of the Story program.** 48 people attended this year's program featuring Brianna Barrett.

- e) Cultural Series talk** on McMenamin's Grand Lodge history (art and music too) by Tim Hills was held March 21, 2017, with 31 attendees.
- f) Next Cultural Series talk** will be Tues Apr 25 with Steve Arndt and his exploration of Oregon's Ghost Towns.
- g) Time Out for TED talks.** Second event in series attended by 12 people, with Bob K running discussion after the TED talk. Third event will be held Sat Apr 29 at 10:30am in the Rogers Room.

6. DISCUSSION OF ITEMS:

a) There are two vacancies on the Library Commission. Timothy and Colleen mentioned that the City Council has interviewed one applicant in the last month, who expressed an interest in joining the Library Commission.

b) Review of proposed Library Commission's 2017 Goals. Kathleen asked that the National Library Week item in the proposed goals be reworded to refer to events in future years, not in 2017, as that week has already passed.

c) 2017 Library Commission Goals approved.

MOTION: Elizabeth moved, seconded by Kathleen, to approve the 2017 Library Commission goals, as amended and shown below. **MOTION CARRIED** by all.

“Act as an advisory commission to the Library Director and to the City Council.”

Continue work on issues that have already been identified:

(1) Strategic Plan for 2016 to 2018 – Staff Part. The Library Commission reviews activities and gives advice.

- * Teen Outreach
- * Technology
- * Latino Outreach/Services
- * Be a Center of Culture/Build a Community

(2) Strategic Plan for 2016 to 2018 – Library Commission Part. The Library Commission will continue to study of these items, as needed, reviewing activities and giving advice.

- * Extra Library Open Hours
- * Opening of Back Entrance to Library
- * “Alternative collections and services”/ “Library of Things” items.

(3) Policy Inventory and Review. The Library Commission will perform library policy reviews and give advice, as requested. Be part of a general policy review process. Help the library to get current on status of its policies. The library staff will work on the policy inventory & status, perhaps on a regular schedule of every three years. Liz Swenson, a library volunteer, will help with the policy inventory.

(4) Survey in 2017. Library staff are considering a survey perhaps going out with

the utility bill in the Fall of 2017, asking what keeps residents from visiting the library more often. Library Commission should review and give advice.

(5) National Library Week celebration. Help with ideas and activities for celebration of National Library Week, held annually in April.

(6) Library Staff Appreciation. Help show appreciation for library staff in 2017. Cards, goodies, etc are some ideas. Could bring to our next Library Commission meeting Apr 11, 2017.

(7) “Gathering of the Groups”. Host this friendly and informal evening social event at least once every two years. Gathers all the “groups” that support the Forest Grove City Library.

Consider other issues that might need to be examined in 2017:

(1) Revisit library fines and fine structure, and any other issues brought up by WCCLS actions and decisions. Library Commission reviews issue and gives advice, as needed.

(2) Review issue of increased homeless use of library. Library Commission reviews issue and gives advice, if requested.

(3) “Gathering of Library Boards and Commissions”. Host and facilitate a possible meeting of western Washington County library boards and commissions, for an informal discussion of issues of common interest. This is the result of an Oct 2016 joint meeting with the Hillsboro Library Board.

d) Annual Library Commission Retreat - follow-up and next steps.

1. Young Adult area. Colleen mentioned that the non-fiction items in the Young Adult area were moved to the adult section, not just to make room. Kathleen mentioned that a large, friendly, noticeable sign for the Young Adult area is a good idea. Perhaps the teens could make the sign? Colleen mentioned that there is a Teen Council now.

2. Gathering of the Groups event. Pamela suggested that Fall 2017 might be an acceptable time period for us to consider for holding the event this year.

3. Policy status and inventory. Colleen mentioned progress on this item, now in progress.

4. Games and crafts for teens. Continuing plans and efforts, combining several goals including “Teen Outreach” and “Library of Things”, etc.

e) Behavior Policy/Training/Homelessness.

Colleen discussed City Manager-requested study, collecting of info on homeless. How many in Forest Grove? Why more than before? The two shelters around town are closed for the season. Timothy said that the City Council is concerned. No camping allowed in City Parks. Shelters for cold evenings. Where do the homeless spend the daytime? City Council is studying affordable housing, but this is different from study of homelessness.

Colleen mentioned recent homelessness impact on the library. When the two shelters in town were still open, Mon-Thurs there were a number of people in the library during the day with various personal belongings, often gathered by the fireplace, with aisles blocked inside the library, and more trash than normal outside the library. Got various complaints from other library visitors, but that the number of behavioral issues inside the library due to the homeless was small!

Colleen lastly mentioned a recent second day of in-service training for the library staff on this issue, including a talk by the director of the Garden Home Library. Most important point was to enforce the Behavior Policy consistently – without exceptions for the homeless.

f) Pending changes to WCCLS Library Fine Structure. Colleen mentioning pending changes for the fines charged by WCCLS libraries, perhaps to go into effect as early as June 1, 2017. (These changes do not require Forest Grove City Council approval to go into effect.) The idea behind these pending changes to the WCCLS fine structure is to simplify them, make them more consistent, and to remove fines for the borrowing of children’s materials. Highlights of these pending changes are:

1. \$1/day fines (for movies DVDs, for example), changed to be 25 cents per day.
2. 15 cents per day fines for items (books, etc.), changed to be 25 cents per day.
3. No more fines charged for the borrowing of children’s materials.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues May 2, 2017 at 6:30PM in the Rogers Room at the library.

8. ADJOURNMENT:

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary