

***Library Commission approved minutes as presented on June 6, 2017.***

**1. CALLED TO ORDER AND ROLL CALL:**

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Monday May 15, 2017.

**Members Present:** Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Jon Youngberg, Secretary; Elizabeth Beechwood; Nickie Augustine; Valyrie Ingram;

**Members Absent:** Mitchell Faris, Student;

**Staff:** Colleen Winters, Library Director

**Council Liaison:** Timothy Rippe

**Others:** None

**2. ADDITIONS/DELETIONS:** New Library Commission member Valyrie Ingram was welcomed to tonight's meeting of the Library Commission!

**3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Apr 11, 2017:**

**MOTION:** Elizabeth moved, seconded by Valyrie, to approve the Apr 11, 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) The Foundation board has not had a meeting recently.
- b) Continuing to plan "Garden project", to create an attractive garden area where the currently unattractive muddy areas are on the south side of the library.
- c) Continuing to plan "Sense of Arrival project". Aim is for attractive, welcoming, and colorful art work in the Children's area. A new name for the project is pending. The Foundation will work with the Forest Grove Public Arts Commission, and will do a "Call for Art", requesting cost, design, materials information. Would like to have local artists & materials. Casey (new youth service librarian) will be involved. Some funding for project may be obtained from grants.
- d) See the Library Foundation of Forest Grove's web site ([www.fglf.org](http://www.fglf.org)).

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

- a) Friends board Meeting was held within the last week. Will not meet again until September 2017.
- b) The Spring Used Book Sale in the Rogers Room was recently completed, raising about \$4200. (Had fewer books this time, less than average Spring sale result). Also fewer than average books left over at the end (over 100 boxes), which was considered a good result. Considering a different firm to take leftover books. More and different publicity for the sales was suggested.
- c) Carol Woodford has rejoined the Friends board (now at 8 members).
- d) The Friends Board bought a tablet to help take credit card payments during the Spring Used Book Sale, and future sales.
- e) This fall, the board will consider its Strategic Plan process.
- f) The Friends web site is at: [fglibraryfriends.org](http://fglibraryfriends.org).

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

- a) The City Council has held several work sessions, including on: 1. Staff succession process plan, and 2. Senior & Community Center budget.
- b) A committee is meeting studying a possible transit lodging tax, to be used to promote tourism to Forest Grove.
- c) Colleen Winters was recognized for 35 years of service to the library
- d) Budget process meetings have been held, approval expected by end of June
- e) Next transportation projects: Hwy 47 & Martin (north of town), and Hwy 47 & Maple (and Fern Hill, south of town)
- f) Study of water seismic resiliency, earthquake resistance projects
- g) Want to purchase or swap more land within City's watershed area
- h) Aquatic Center – fee increase mostly because of increase in minimum wage
- i) CEP grants process starting. About \$132,000 to allocate.
- j) Levy vote this fall. City Council still waiting to choose a proposed rate level. Must decide whether to maintain current level of services, accommodate future increase in number of City residents, etc.

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

- a) A **book challenge** is in process. A library patron wants a book moved from the Children's area of the library to an area for grownups. There is a process, although it has been a long time since the last challenge. If there are appeals of the decision made for the challenge, the Library Commission might have to get involved.
- b) **Staff training** will be occurring, as there are many new staff members.

- c) Update on **homeless topic/situation** in Forest Grove. Numbers have decreased dramatically because the two local shelters have closed for season.
- d) Thinking about whether the library is going to take on a service provider role to the homeless, and what that role might be. Could provide information about local services available. Very early on in decision-making. Plans not determined.
- e) Badges for some City board and commission members have been created. Some were handed out for Library Commission members. We could wear them at City meetings of various kinds.
- f) AFSCME Union negotiations have begun (library employees)
- g) A major event “**Adult Night Out at the Library**” will be held Wed May 17 starting at 6:30pm, kickoff party for the Summer Reading Program. Food, music, face-painting, trivia contest.
- h) **Summer Reading Program** starting soon, very ambitious program of family, adult, tween, and teen events to be held throughout the summer.
- i) **Cultural Series talk** was held Tues Apr 25 with Steve Arndt and his exploration of Oregon’s Ghost Towns. **Next Cultural Series talk** will be Tues May 2 at 6:30pm “Reader’s Theatre presents Our Miss Brooks”. Jim J is working on next year’s programs and speakers. The Friends are willing to spend more on next year’s slate of Cultural Series events.
- j) **Time Out for TED talks.** Last event for this season’s series held in May, and then start again in the Fall.
- k) **New sound system for the Rogers Room** is coming. Will enhance programs, with new speaker system, microphone, etc. The Friends, Foundation, and the City are all helping to pay for this.

6. **DISCUSSION OF ITEMS:**

**a) Behavior Policy approval:** Process and Timeline.

Colleen reminded the Library Commission of the continuing effort to get the proposed Behavior Policy to the City Council for its approval. The City has an Exclusion Policy for all city-owned buildings and property. It needs to refer to the library’s Behavior Policy, and this must be in the City Code. So more than a library policy needs to be approved.

Colleen handed out two pages that the Library Commission should discuss at its next meeting. Page 1 “Behavior Rules For Library Users” is the policy that the City Council will eventually have to approve. Page 2 is a list of (unacceptable or illegal) behaviors that could possibly get a library patron excluded from the library.

**b) Progress on Library Commission’s goals for 2017.**

1. **Teen area** – Furniture changes have been made. Suggesting signage changes needed. Proposal: During after-school hours, want mostly teens in this area. A large, colorful, bright sign, welcoming to teens, and perhaps designed and

created by teens for this area of the library was suggested.

**2. “Library of Things”** – How can our library develop this? Are there non-traditional items that the community might really like and might want to visit the library in order to borrow? Limiting factors include: acquisition cost, staff time, storage space, and how the items would be checked out and searched for. Colleen has asked her library staff to think about this – what items to have & how to make the “Library of Things” work?

**c) Progress on Strategic Plan:** Next steps and timeline. Elements of the plan are being talked about with library staff. “National Night Out” (1<sup>st</sup> Tues night in August) could be considered as part of Latino Outreach effort.

**d) Pending changes to WCCLS Library Fine Structure.** Colleen mentioned pending changes (and handed out a WCCLS notice about the changes) for the fines charged by WCCLS libraries, to go into effect June 1, 2017. The idea behind these 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 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.

Tim asked what choices the City has about these changes to library fines. Colleen said the City can only choose to have the library fines specified by WCCLS or to have no library fines at all. Colleen suggested that she would welcome a future serious discussion with the Library Commission about whether to keep the fines charged by our library, or whether to suggest to the City Council that library fines be discontinued.

**7. ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Tues June 6, 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