

Library Commission approved minutes as amended on Aug 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 June 6, 2017.

Members Present: Pamela Bailey, Chair; Jon Youngberg, Secretary; Nickie Augustine; Valyrie Ingram; Mitchell Faris, Student;

Members Absent: Kathleen Poulsen, Vice-Chair; Elizabeth Beechwood; (excused)

Staff: Colleen Winters, Library Director

Council Liaison: Timothy Rippe

Others: None

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF May 15, 2017:

MOTION: Valyrie moved, seconded by Nickie, to approve the May 15, 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) 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) The Friends Board does not meet in the summer.
- b) 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) Local option levy vote this fall. Decision made, after disappointing poll results examined - will propose continuing \$1.60 rate for the next five years.
- b) CEP grants approved and distributed
- c) Centro Cultural information presented.
- d) Budget Committee has approved proposals. June meetings of the City Council will be long budget-related meetings
- e) Scoggins dam – groups working together making progress. Decisions needed whether to raise the height of the existing dam, or to make a new dam downstream
- f) City watershed land acquisition or swap process approved

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

- a) The **Summer Reading program** started June 1 – lots of signups.
- b) “**Adult Night Out at the Library**” event at the library was a success, held Wed May 17 – new, innovative event, with face-painting, music, food, flash-mob dance, etc. Not as many people as expected, though. Next time may advertise for the event differently, maybe call event “Family Night Out” next time? Ariel & Jim worked very hard on this event.
- c) Jim is planning next year’s **Cultural Series** talks. Continuing with mix of topics and speakers, but also possible to have another series of related talks.
- d) **TED Talks** starting again in the Fall.
- e) A new **sound system** is slowly being installed in the Rogers Room. Speaker system and multiple microphones.
- f) The Forest Grove Grange might help obtain a **second podium** for the Rogers Room – with wood that matches room walls.

6. DISCUSSION OF ITEMS:

- a) **Behavior Policy approval:** 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.

The Library Commission considered the updated two-page document. Page 1 “Behavior Rules For Library Users” is the policy that the City Council would consider approving at a later City Council meeting. Page 2 is a list of (unacceptable or illegal) behaviors that could possibly get a library patron excluded from the library.

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Robyn of the library staff mentioned that warnings might be given for unacceptable behaviors but not necessarily for illegal behaviors. Colleen said that city training on this is possible only after the City Council approves this Library Behavior Policy into the City Code. Valyrie asked about monitoring of the library's bathrooms, and Colleen mentioned that library staff use the bathrooms, but do not perform any formal monitoring of them. Drug use problems are occasionally seen in the bathrooms. Valyrie asked about "police walkthroughs" of the library, and Colleen said they are not happening now, but that she will ask our Police Department about this again. If fighting or littering are occurring outside the library building then library staff will call the Police. Colleen said that there seems to be more troublesome people and more undesirable behavior now, but that there has always been some of it. All county libraries have some of these problems. Robyn said that changes in the weather seem to make these problems worse.

Pamela asked if there is a storage place for "lost" or "unattended" items during the day at the library. Robyn said those items might be placed in "Lost & Found". Robyn mentioned that when dogs and "service dogs" become an issue at the library, that someone asks what kind of service animal it is. A library patron can be asked to leave the library if the dog or animal is causing a problem.

Colleen said that consistency of treatment for all patrons is a goal at the library. The library wants to be a welcoming place for all library patrons. With these proposed changes, though, library staff will now expect to have to do something when a behavior problem is observed, and not ignore it.

MOTION: Pamela moved, seconded by Valyrie, to approve the updated Behavior Policy with its amended addendum and send it on for the City Council's consideration. **MOTION CARRIED** by all.

b) Progress on Strategic Plan for 2017.

1. **Extra Library Open Hours** – No report at this meeting, but the Library Commission can expect to hear more about this at a future meeting.

2. **"Library of Things"** – Also progressing. Staff has lots of ideas. The Library Commission will hear more at future meetings.

c) WCCLS changing its Library Fine Structure. Colleen mentioned changes (some have already occurred) for the fines charged by WCCLS libraries, to go into effect June 1 and July 1, 2017. The idea behind these changes to the WCCLS fine structure is to simplify them, make them more consistent across the county's libraries, and to remove fines for the borrowing of children's materials. Highlights of these changes are:

1. Any fines charged will be 25 cents per day (goes into effect July 1, 2017).
2. No more fines charged for the borrowing of children's materials (went into

effect June 1, 2017).

Colleen expressed concerns over possible changes to the behavior of library patrons with these changes going into effect. If a library patron has overdue items, then they cannot check out more items, though. Colleen suggested that the Library Commission could review the new fine structure, or even whether to continue to have library fines.

d) WCCLS making changes to its Digital Library. Colleen mentioned that as of June 14, WCCLS will move out of the Oregon Digital Library Consortium (Library2Go) and into its own OverDrive collection for digital readers in Washington County. (Reason: to be easier to use). Also moving many of the e-books and all audio books currently in the Cloud Library over to the OverDrive platform. It is expected that WCCLS will continue to grow its digital library going forward.

e) WCCLS proposed student library card. Very early thinking about a proposed new student library card, issued by schools, with no fines for that card. Local libraries will have options? What will parents know about the use of the student library card? Lots to be thought about and resolved first.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues July 11, 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