

Library Commission approved minutes as presented on date Oct 2, 2017.

1. CALLED TO ORDER AND ROLL CALL:

Kathleen Poulsen, Vice-Chair, called the meeting of the Library Commission to order at 6:30PM on Wednesday September 6, 2017.

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

Members Absent: Pamela Bailey, Chair; (excused)

Staff: Colleen Winters, Library Director

Council Liaison: Timothy Rippe

Others: None

2. ADDITIONS/DELETIONS: None.

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

MOTION: Valyrie moved, seconded by Nickie, to approve the Aug 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 “Friends & Family Night” annual fundraiser (usually in Sept) for the Foundation, a dinner held outside after 5pm at McMenamin’s, will not happen this year. Colleen will work with McMenamin’s to see if this event can be scheduled once again for 2018.

b) No Foundation Board meetings have been held recently.

c) 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 next Friends Board is scheduled for Sept 13.

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- b) The Fall Used book sale in the Rogers Room is scheduled for the week of Mon Oct 23 thru Sat Oct 28, during all normal library open hours each day. Leftover books will be collected the next Monday.
- c) Online book sales continue to do well. They ship average of one book daily.
- d) Colleen showed the Commission a new library poster mentioning various future talks in the Friends Cultural Series.
- e) There is a “Banned Book Week” event to be held the evening of Sept 26, putting four books “on trial”.
- f) TED Talks start again, beginning this Sat at 10:30am. The first few TED talks are on the topic of “Artificial Intelligence”.
- g) 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 next City Council meeting is next Monday.
- b) Expecting to hear second half of presentation(s) on status of homelessness and temporary emergency shelter situation in Forest Grove and Washington County.
- c) Timothy and Colleen considering whether to give presentations to the Commission on the November levy, and perhaps on the homelessness issue.
- d) The “Police Log” in the News-Times will continue with a new author. Captain Mike Herb (FGPD) retired recently.
- e) Jon Holan, Community Development Director, also retired recently.
- f) George Cress, Director of Light and Power, retired earlier in 2017. The new director is Keith Hormann.

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

- a) The **News-Times** continues to cover the library often, with a recent positive article on the upcoming “Banned Book Week” trial event.
- b) **Summer Reading program** wrapped up recently. 100 people attended program in a city park, with “Lucky Diaz” singers. This summer’s reading program was successful and well done. Will have statistics at next Commission meeting.
- c) The **Rogers Room sound system installation** has been completed. New and improved speakers, amplification, wired and wireless microphone systems, and iPad app-based controls that allow staff to manage sound enhancement needs from “story times” and movies, to formal presentations, and musical performances. The system is designed for interconnectivity with microphones, laptops, Blu-Ray players, smart phones, MP3 players, and other devices. Funding for project was provided equally by the Friends of the Library, the Library Foundation, and the City.
- d) **HVAC system for library.** Several of the units are old and not working well. Some have been replaced. The one large HVAC unit on west end of library is very old (and noisy). East side has 5 small units. 2 of those 5 have been replaced. 3

are older and not working well. Replacement units are “too heavy” for roof?

e) Recruitment for Latino Outreach position. Applications have been received and interviews have been completed.

6. DISCUSSION OF ITEMS:

a) In-service half-day Mon Sept 11 for library staff. Presentations on November Levy. Also on Exclusion Policy. Staff going thru Behavior Policy. Will be ready by Oct 1, 2017, for local homeless shelters to be open for Fall & Winter, etc. The City Council may finish their work on the Library Behavior Policy and applying the Exclusion Policy to the library soon.

b) WCCLS Update: “Discovery Layers”. The Commission can expect an upcoming presentation on “Discovery Layers”, an enhanced search capability for patrons and staff. Examples: could search best-seller lists, staff-recommended lists, researching a topic like “volcanoes”. There are many decisions to be made yet about Discovery Layers, with many people interested (and passionate) about this. Other libraries already have Discovery Layers. There is a long list of what can be done with a Discovery Layer. Search with Discovery Layers will be seamless, invisible to patron, except for the enhanced search results! Library Directors and library staff will be able to make local decisions, etc. This is in the works, and the Commission will hear more about this in the future.

c) WCCLS Update: Student Library Card. WCCLS still talking about implementing this, and it is expected to happen. The student library cards will be issued through schools. No fines. Up to 5 items can be checked out at one time (decided), and e-access will be allowed too. Not decided is issue of parent notification. Local libraries can opt out. Still discussing how these and other details would work for the student library cards.

d) WCCLS Update: Changes to Fine Structure and related fallout – (fines were removed for Children’s Materials and all fines are now 25 cents per day) as of a few months ago). Have had no comments (positive or negative) about this, here at the Forest Grove City Library. As part of this change, old fines for children’s materials have been waived. Will send e-mails to those library patrons whose fines were waived for children’s materials.

e) Details and statistics related to local patron fines. Colleen handed out a one-page document on fines that patrons owe FGCL, after past fines on patron accounts for children’s materials were waived. (340 patrons had fines for children’s materials waived at the Forest Grove City Library, by an average of \$12.97 for those 340 accounts. Total amount of fines waived was over \$4400. A total of over

\$30,600 is still owed by patrons in fines to FGCL, even after this adjustment.)

Once a patron owes \$50 or more, the account is turned over to a collection agency. Will incur at least a \$10 fee for this happening. All WCCLS individual libraries use the same collection agency.

Colleen reminded the Library Commission that the FGCL didn't charge library fines until about 5 years ago. The Commission could discuss this bigger issue (of whether to retain local library fines) at future Commission meetings.

f) WCCLS Library Directors sent a **sympathy card** for a library shooting incident that occurred in Clovis, New Mexico, in August 2017.

g) Update on Strategic Plan for 2016 - 2018. Colleen mentioned desire to communicate with Strategic Plan meeting participants (from the Fall of 2015), discussing the plan and progress the Library has made. Staff also considering conducting their own survey, probably asking about items from the Strategic Plan. What to ask on the survey? How to do survey? Using the monthly utility bill to send out a survey has some advantages.

Colleen and Timothy discussed how best to get the word out about Library and City events. How best to inform the residents of Forest Grove, etc.

h) Library Commission goals for 2017. Revisiting plans for the "Gathering of the Groups", possibly to be held this Fall, have been paused with Pamela's absence.

7. ANNOUNCEMENT OF NEXT MEETING:

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

8. ADJOURNMENT:

Hearing no further business, Vice-Chair Poulsen adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary