

***Library Commission approved minutes as presented on Sep 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 Tuesday August 15, 2017.

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

**Members Absent:** Valyrie Ingram;

**Staff:** Colleen Winters, Library Director

**Council Liaison:** Timothy Rippe

**Others:** None

**2. ADDITIONS/DELETIONS:** None.

**3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF June 6, 2017:**

**MOTION:** Jon moved, seconded by Kathleen, to approve the June 6, 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, may not happen this year, and has not been scheduled for 2017, with the reasons for this being unclear. McMenamin’s usually seems to want and like hosting this event for the Foundation. Colleen will try to work with McMenamin’s to see if this can be fixed.

**b)** The Beaverton Library director, and the head of the Beaverton Library Foundation, visited the Forest Grove City Library to discuss fundraising ideas. Having a definite project in mind while raising funds seems like a good idea.

**c)** 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) The Friends Board does not meet in the summer.
- b) Online book sales continue to do well. There have been lots of book donations, including children's books. Eight books were sold in one day recently. More volunteers have been recruited to help with "scanning" of donated items, to decide if they will be listed for sale on Amazon.com.
- c) The Friends expect to spend more on the Cultural Series talks this year, perhaps allowing it to continue all 12 months of the year, instead of 9 months/yr.
- d) The Fall Used book sale in the Rogers Room is scheduled for the week of Mon Oct 23 thru Sat Oct 28, during normal library open hours. A new company will take the leftover books remaining after the used book sale is over, offering some advantages over the previous company.
- e) 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) Local option levy vote this fall, Nov 2017. Decision made to renew \$1.60 rate for the next five years, starting July 2018.
- b) Presentations on status of homelessness and temporary emergency shelter situation in Forest Grove and Washington County.
- c) Presentation on Community Participation Organization (CPO) of volunteers in Washington County. Goal is to encourage meaningful participation in community activities and County governance. Forest Grove's CPO committee (one of fourteen in the county) has been inactive.
- d) The City Budget passed for the next year. Budget year starts July 1, 2017.
- e) Metro update presentation with Kathryn Harrington.
- f) Approved an individual home as a Forest Grove Historic Landmark.
- g) Approved Westside Refinement Plan for development in northwest part of Forest Grove. Zoning, density, transportation choices made. Some possible commercial, park, school, fire station, and housing usage for the area.
- h) Considering increase in Parks System Development Charges (fees charged on new housing), effective Jan 2018.
- i) Training for Board and Commission members is coming.

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

**a) The Summer Reading program** continues. Children and Teen signups = 1,081, and adult signups = 226. 165 children and 72 adults came to see a favorite program by Richard Ritchey, the “Reptile Man”. The final Summer Reading program will be a special outdoor concert at Forest Grove’s Roger Park with Lucky Diaz and the Family Jam Band.

**b) Library Statistics.** Three categories where there have been significant increases between July 2016 and July 2017: Wi-Fi sessions, E-book circulation, and door count (patron visits). During the first week of WCCLS’s new Digital Library Collection, 268 Forest Grove patrons checked out 459 items.

**c) The Rogers Room sound system installation** is 90% complete. 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) 2017-2018 Adult programming** Fall portion is ready to start, with a mix of the cultural and educational, with the goal to entertain, inform, and hopefully enlighten the Forest Grove Community. Food, music, storytelling, TED Talks and more are featured, with more scheduled for Spring 2018. TED Talks this fall will focus on different aspects of artificial intelligence. September highlights include local authors, and a Banned Books Week program.

**e) The Library** again participated in **National Night Out**. At the event, library staff handed out WCCLS promotional items and coloring books, and signed up 54 more Adults, Teens, and Kids for the Summer Reading Program. A few Forest Grove residents had to be informed that Forest Grove has an actual library and where it is located. The booth was staffed by Jessica F, Robert G, and Amy G. 1,200 Forest Grove residents attended this National Night Out event.

**f) The Library** hosted a **City Scavenger Hunt** where 15 teens, 1 child, and 2 adults participated. It was about 100 degrees. Participants travelled around downtown Forest Grove and the Pacific University campus finding things and solving puzzles. The following businesses participated in the hunt: Frye’s Action Athletics, Hidden Closet, Kama’aina, John L. Scott Real Estate, Corner Antiques, Van Dyke Appliances, Valley Art Gallery, Coffee House in the Grove, Vic’s Guitar Cave, Paterson’s Furniture, WSC Insurance, and OK Floral. In addition, Forest Grove Fire Dept helped by putting a clue on their reader board during the hunt.

**g) At the first Wednesday Farmer’s Market** held in August (on Forest Grove’s Main Street), library staff signed up 50 kids/teens, and 29 adults for the Summer Reading Program.

**h) Oregon libraries** are receiving additional **Ready To Read** grant funding due to the closure of the Douglas County Library System in June. Forest Grove received

a check for \$107.

- i)** The Library held **graduation celebrations** for two employees. Jessica F. (Volunteer Coordinator) received her Master's Degree in Library Science from Emporia University. Robert G. (Library Assistant) received his Bachelor's Degree in Mathematics and Statistics from Portland State University.
- j) Labor union** (for library staff) negotiations concluded, and contract signed.
- k)** Recruiting for vacant **Outreach employee** position continues. The application process closes August 21.
- l)** The library will have viewing glasses available for the upcoming **Solar Eclipse**, at approximately 10:15 AM the morning of Monday Aug 21. Forest Grove is north of the area where a total solar eclipse might be viewed.
- m)** Wed Aug 16, a maintenance visit is scheduled to work on the "**folding curtains**" (room dividers) in the Rogers Room, that will make them work a bit better and with a bit less effort.
- n)** About the November **City Levy vote**, Library Commissioners can provide only information on the levy if they are identified as members of the Library Commission. Separate groups can provide advocacy for the November Levy.
- o) Two separate incidents** occurred since our last Library Commission meeting in June of library patrons misbehaving badly enough that Forest Grove Police had to be called to the library, and in both cases the library patrons were asked to leave and not come back for a number of days.

## **6. DISCUSSION OF ITEMS:**

**a) Library Commission vacancies.** Mitchell Faris, our student member has left to go to college, out of state. So, there is now one regular vacancy and one student member vacancy on the Library Commission.

**b) 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.

Colleen mentioned she has been in discussions with a City Attorney and the City Manager about this. At its Sept 25 meeting, the City Council is scheduled to consider approving the Behavior Policy by resolution. Other necessary changes to the city code must also be considered and approved by the City Council via a more formal process, perhaps also starting Sept 25. Colleen said that the Library Commission's work on the Behavior Policy is done for now.

**c) A Library In-Service day** will be scheduled for Library Staff, to go over the new Behavior Policy, and training on the city's Exclusion Policy. When should library

staff call the police, or exclude someone from the library? “Trespassing” someone would be a more permanent level of exclusion from the Library or from all City property.

**d) 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. Recruitment process for Latino Outreach employee continues.

**e) Library Commission goals for 2017.** Plans discussed to revisit plans for the “Gathering of the Groups”, possibly to be held this Fall. The “Inventory of Policies” effort has recently been paused, after an effort began earlier in 2017.

**f)** Colleen stated the view that the Library should not be seen as, or used as, the **default day center for the homeless** in Forest Grove. But there are no plans for a day shelter for the homeless in Forest Grove.

Timothy said that a coalition is needed to provide for a day shelter and laundry facilities in Forest Grove for the homeless, etc. Affordable housing efforts and the homelessness problem are being studied currently by the City Council. 38 homeless people were counted in Forest Grove on a recent day. Many were newly homeless, and cannot afford housing at this time.

**7. ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Wed Sept 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