

Forest Grove Library Commission
Meeting Date – 6:30PM Wed Nov 8, 2017
Conference Room, Forest Grove Fire Department
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Library Commission approved minutes as presented on Dec 12, 2017.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Wednesday November 8, 2017.

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

Members Absent: None.

Staff: Colleen Winters, Library Director

Council Liaison: Timothy Rippe

Others: None

2. ADDITIONS/DELETIONS: (1) Turning Library Commission goals into “to-dos”.
(2) Try to lengthen Library Commissioners terms from 2 years to 4 years?

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Oct 2, 2017:

MOTION: Nickie moved, seconded by Valyrie, to approve the Oct 2, 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) Raised just under \$2000 at the recent “Maggie’s Books & Buns” dinner fundraiser event held Thurs Oct 26, 2017 at the UCC Church.

b) No recent Foundation Board meetings.

c) Trying to finish fundraising goals, and more detailed plans for completion of new furniture, end panels, etc. project in the Children’s portion of the library. Discussions with library staff about this continue.

d) Continue to consider the future Memorial Garden project on the south side of the Library.

e) Wed Dec 13 is Mike Moore’s party for his company employees, usually held at the library. Donors to the Foundation are often invited.

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f) 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 Fall Used book sale in the Rogers Room held Mon Oct 23 thru Sat Oct 28, 2017 netted just over \$6000 for the Friends. Leftover books were collected by a new recycler, Discovery Books, the following Monday. It was felt that this used book sale was better advertised than the Spring sale, and was therefore busier.
- b) Two members resigned from the Friends Board recently
- c) No meetings of the Friends Board have been held recently.
- d) The continuing online book sales by the Friends continue to do well.
- e) The Friends Board will work on their Strategic Plan at their next meetings.
- f) 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 Nov 7, 2017 City Levy was approved by just over 80%.
- b) The Mayor's Dinner and Auction was held at the Senior Center.
- c) The City Council vacancy replacement process has begun. On Mon Nov 13, 2017 interviews will be held with the seven candidates.
- d) ADA Open House and presentation held. 140 intersections in town. Ramps, barriers to access. Training for City employees.
- e) The crosswalk signals on either side (Pacific and 19th Ave, i.e. Hwy 8, a state Hwy) of the Safeway shopping area have been changed. They are push button style now, not motion sensor style.
- f) City staff thinking about next step in regard to homelessness. Forum Nov 15. Joint CPO meeting of Western Washington County.
- g) Oct 28 to Nov 1 was a Sister-City visit of residents from Nyuzen, Japan. The visitors enjoyed the downtown and library Halloween events.
- h) Metro making plans to "develop" the Chehelem Ridge Nature Park for visitors. 1700 acres east of Gaston.
- i) Staff working on Town Center plan.
- j) The Annual Town Meeting (ATM) will consider the Fire Authority concept. Cost efficiencies, standards, efficient management, consistent volunteer programs.
- k) The Boards & Commissions annual dinner will again be held in January. The short after-dinner presentations will continue, but a board or commission can provide a poster board with information for display before and after dinner.

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

- a)** The **Annual Wassail Party** will be held Saturday afternoon, Dec 2, at the library with (of course) fancy punch and fancy cookies. This year a mandolin player will entertain during part of the afternoon.
- b)** A two-page **Oct 2017 Circulation Statistics** document was handed out. County-wide library statistics were down, but the Forest Grove City Library circulation statistics were up from last year.
- c)** Colleen said that a presentation about the **Teen Area** of the library would be made to the Library Commission at its next meeting.
- d)** Bob K. will make a proposal on the library's **History Room** and present it to the Library Commission at a future meeting.
- e)** Jessica will give a presentation on the **Volunteer Program** to the Library Commission at a future meeting.
- f)** Jim J. is studying **Programming for the Library**. A Policy for Programs. Role of Programs at the Library. Questions related to this could end up as part of planned staff survey. Kathleen mentioned that the recently changed program start times of 6:30PM are not as convenient as the previous 7PM start times.
- g)** "**Library of Things**" thinking continues, has new staff suggestions. The city's Sustainability Commission is considering the library as a future location for the borrowing of bicycles.
- h)** The newly approved **Behavior Policy** is now in effect. It is posted at the library, so that library patrons have been informed. Staff making sure they feel comfortable with it – efforts continue. Consistency in use of policy. Safety of staff and patrons. All are welcome in the library, but the library does have a Behavior Policy now.

6. DISCUSSION OF ITEMS:

- a)** Pamela suggested the need to start keeping a **list of Library Commission "to-dos"** derived from the list of Library Commission's annual goals. (Jon promised to send the Library Commission a list of its goals for 2017, as a reminder.) Pamela suggested, in particular, that the next "**Gathering of the Groups**" social event wait until the week of April 8 to 14, 2018 (National Library Week?) perhaps on Thursday night of that week.
- b)** Colleen discussed possibility of **changing the Library Commission's default regular meeting date** for each month from the current second Tuesday night to some other night. The library's recent Cultural Programs have often been on that Tuesday night. Monday and Friday are not good nights to have our meeting. The Arts Commission meets on a Thursday night from 5PM to 6:30PM, and the Library Commission could meet after that. The Library Commission could choose this, or the second Thursday of the month, for future meetings. Colleen mentioned that if such a change is made, the Library Commission's bylaws might have to be updated

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to reflect it.

c) Jon reminded the Library Commission of the 2-year term length served by commissioners, and that 4 of the 6 current Library Commissioners are up for renewal of their appointments at the end of 2017. Jon asked if **4-year terms for Library Commission members** might be better, as all other City boards and commissions have 3-year or 4-year terms for their appointed members. How could this change be made? A change to the Library Commission's bylaws would be a first step. The City Council would have to approve this change as well, before it could take effect. Obviously the change would have to be phased in over several years as appointments were made or renewed, starting at the end of 2018.

MOTION: Jon moved, seconded by Kathleen, to change the Library Commission's bylaws so that appointed members of the Library Commission would serve 4-year terms, not the current 2-year terms. **MOTION CARRIED** by all.

d) Robyn C. of library staff presented four documents for the Library Commission's consideration (approval not needed). Documents with titles: (1) "**Patrons using library computer terminals agree to the following:**", (2) "**Library Card Quick Facts**", (3) A letter to be sent to parents that starts "**Your minor child was issued a library card today...**", and (4) from WCCLS Registration Policy "**Requirements and Eligibility for Library Cards**". The topic of interest for the last three documents was generally the "**Youth Access Card**".

A library visitor may use a **Public Access Computer** for 120 minutes per day. Colleen mentioned that use of the public PCs is down, and that use of the public Wi-Fi via laptops, etc. has generally increased over the last few years.

Jon asked if children must be able to write before getting a library card. Robyn said that the Forest Grove City Library (FGCL) currently requires a child to be able to write their first and last names before getting a library card. Colleen mentioned that Washington County libraries are not consistent on this point, and that FGCL may have to give up this requirement. Robyn mentioned that the child's library card use is confidential from parents, unless a parent has the card or the card number. The parent letter was revised recently.

A **Youth Access Card** is limited in various ways. Can be issued by schools. Robyn mentioned that there are no fines for items returned late, but that there are fines if items are lost.

Colleen discussed how to promote Youth Access Cards. It can be up to the school to promote the cards and their use. The local library could visit the schools to promote use of the cards. The Cornelius schools are promoting the cards,

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although they are in the same school district as Forest Grove's schools (which are not promoting the cards, generally).

An **E-Access Card** is not needed if you have a library card. With an E-Access card, you would not have to visit a physical library.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues Dec 12, 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