

Library Commission approved minutes as presented on Jan 9, 2018.

1. CALLED TO ORDER AND ROLL CALL:

Kathleen Poulsen, Vice-Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday Dec 12, 2017.

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

Members Absent: Pamela Bailey, Chair (excused); Valyrie Ingram (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Timothy Rippe

Others: None

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Nov 8, 2017:

MOTION: Nickie moved, seconded by Elizabeth, to approve the Nov 8, 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) Wed Dec 13 is Mike Moore's party for his company employees. Donors to the Foundation, Library Commission members, etc. are often invited.

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) Recruiting two more Friends Board members, to fill vacancies.

b) The Friends Board is working on their Strategic Plan (priorities for the next 2 years), and succession planning. With their continuing success at raising money for the library, are looking to set other priorities. Looking to pay for more programs and perhaps other ways to help the library.

c) 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) New City Council member, Val Valfre, has been chosen to fill a recent vacancy.
- b) Work sessions for Affordable Housing, and to study Senior Center funding ideas and policies.
- c) Light & Power considering a smaller rate increase in 2018, smaller than the rate increases implemented during the last three years.
- d) Staff working on Town Center plan.
- e) Lodging tax of 2.5% passed, funds to be used to promote local tourism.
- f) City Charter, ordinances, and codes have been reorganized. Easier to make changes, and to do searches. Now online on city web site.
- g) MGC Pure, a company that makes very pure hydrogen peroxide, will locate in Forest Grove, and will have 20 to 25 employees.
- h) A grocery industry market research study is to be done, hoping to find out how to attract a second full-service grocery store to town.
- i) The Annual Town Meeting (ATM) (to be held Sat Jan 27) will consider the Fire Authority concept and proposal. Cost efficiencies, standards, efficient management, consistent volunteer programs.
- j) The Boards & Commissions annual dinner will be held Thursday night Jan 18, 2018 at the Senior Center. The short after-dinner presentations will continue, but a board or commission can also (or instead) provide a poster board with information for display both before and after dinner.
- k) Training for Boards and Commission members (2 hours related to Public Records) will be held at some point in the Spring of 2018. Will also be taped.

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

- a) The **Annual Wassail Party** was held Saturday afternoon Dec 2 at the library with (of course) fancy punch and fancy cookies. This year a mandolin player entertained during part of the afternoon. At least 40 people attended.
- b) The popular **Star Wars Party** (250 kids attended last year) will be held again on Sat Jan 27, 2018. Extra volunteers are needed.
- c) **Circulation Statistics** for Nov 2017, compared to the same month a year before, showed a 6% increase in circulation. Most of that increase was for online materials (OverDrive).
- d) **Self-Serve checkouts** at the Forest Grove City Library, were 58% of in-house circulation during a recent month. This is an increase from the regular 30 to 35%. The three new checkout machines (replacing two older machines), including one in the Children's part of the library, get the credit for this increase.

- e) **Eva Calcagno, Director of WCCLS**, is retiring early in 2018. A nationwide recruitment effort has begun in order to find her replacement.
- f) The “**Patrons using library computer terminals** agree to the following:” document shown to the commission in Nov 2017, has been updated again with some reorganization and with some bullet points updated for clarity.
- g) The two **homeless shelters** in Forest Grove are now open. Staff members at these two shelters have seen welcoming handouts from the library, that also mention the Behavior Policy, and specific problems to avoid.
- h) Colleen is concerned about a **brick ledge** that unfortunately serves as an unofficial seating, smoking, and dining area just outside the library on the east side of the building. People who sit there seem to throw trash around that area and cause other problems. Some ideas were to put a bike rack or trees in the way. Timothy suggested some creative artwork or extra brick or metal structure that would remove the ability for people to sit at the current location.
- i) Colleen noted the intermittent **conflict** (on the 2nd Tuesday night of the month) **between monthly Library Commission meetings and the Cultural Program talks and events**, thru May 2018. There seems to be a conflict on Feb 13, 2018 and Mar 13, 2018, but not in the Jan, Apr, or May months of 2018.

6. **DISCUSSION OF ITEMS:**

- a) Colleen showed the commission a Dec 11, 2017 public announcement with the title: “**Library Adds Open Hours in 2018**”. This is the result of a long study by library staff, efforts by the Library Commission including a survey, and input from library patrons and stakeholders. The Library Commission expressed its approval of this welcome change, and is certain that library patrons will be pleased as well.

The Forest Grove City Library will be open at 9:30 am instead of 10:00 am every day Mon-Sat (3 extra open hours per week), and close at 5:30 pm instead of 5:00 pm on Thurs-Sat (1.5 extra open hours per week) for a new total of 55.5 library open hours per week. The new library open hours will start Tues Jan 2, 2018.

- b) The **public Wi-Fi hours at the library**, which have been available 24 hours per day, will be changed soon to be available from 7 am to midnight. This is happening at just the Forest Grove City Library, although some other WCCLS libraries are also making various changes to their Wi-Fi availability. These Wi-Fi availability times could be adjusted later as needed, with little difficulty.
- c) The commission will need to work on its **Library Commission Bylaws** during 2018, in order to make the changes suggested at our November 2017 meeting, that is to: (1) change the normal meeting date for the month from the 2nd Tuesday of the month to some other date, and to (2) lengthen the terms of Library Commission member’s appointments from 2 years to 4 years. We are just starting this process.

Once approved by the Library Commission, the City Council must also approve the Library Commissions Bylaws changes, in order for the changes to take effect.

d) Elizabeth started a discussion of ideas for **celebration of National Library Week** in April 2018. Ideas were: (1) Some method of allowing library patrons to write and send a library thank-you card, perhaps to a member of the library staff. Colleen called this the “Why I love my library/librarian” activity. (2) Each of us (library commission members) could bring goodies for the library staff, one of us per day during the week. (3) Advertising National Library Week around town, such as on the Fire Department’s activity sign.

e) Amy G. of the library staff presented to the commission: (1) an update on the Teen Program (part of the Strategic Plan), and (2) a “Teen Time” proposal for the Young Adults (YA) area of the library.

(1) Started “**Tween program**” in 2017, for those younger than the more mature teens. With activities less advanced, less complex, but still challenging. The “**Escape Room**” **game** is popular with teens and tweens, involving lessons from school, a series of locks & combinations, unlocked with clues, including UV light and deciphering methods, for example, and using half of the Rogers Room. Possible to let teens create an “Escape Room” that a few adults could try to solve! Have given up on craft activities in the Teen Area – the teens like to play “Escape Room” instead.

(2) **Teen Area Proposal** for commission review – “**Teen Time**”, a 1-page document. Want a welcoming environment for teens. Some furniture and items have been removed from the YA area. Want to reserve the YA or teen area for teens, during the M-F after-school hours of 2:30 to 5:30pm – i.e. “Teen Time”. Want to limit presence of children and adults in the teen area during “Teen Time”. Blocking off the YA part of the library is a new idea – patrons might be surprised the first few months. How to implement “Teen Time” as nicely as possible? Signs, early warning, discussions with children and adult library patrons in the YA area, reminders once “Teen Time” starts. Want to avoid need for “enforcement” for those who will not leave the YA area when requested, and also keep all library patrons happy during “Teen Time”.

Timothy asked if the informal Teen Area Proposal should become a more formal Teen Room Policy. If made a policy, could coordinate with the recently approved Behavior Policy. Or perhaps the Behavior Policy could just be updated instead.

The Library Commission was generally in favor of this Teen Area Proposal in whichever (formal or informal) form it ends up, hoping that over time all library patrons would know about, expect, and be respectful of the idea of “Teen Time”,

Forest Grove Library Commission
Meeting Date – 6:30PM Tues Dec 12, 2017
Rogers Conference Room
Page 5

but that we also wanted to wait until Pamela Bailey and Valyrie Ingram could give their opinions at the next commission meeting, Jan 2018. So, this item will again be on the agenda for the next commission meeting.

f) Colleen said that low attendance at recent adult programs, and library staff wanting to know what to do in order to find out what library patrons and residents of the Forest Grove area want from the library, is bringing two ideas up as increasingly important. The library staff basically needs to find out more information before they can know what to do.

(1) Community Outreach in person – part of Strategic Plan. Get out of the library occasionally and talk to people about the library. Try to talk to local people who either don't visit any library, or who don't use this library in particular, and ask them why not. Ask regular library users what they love about the library.

(2) A survey, whether on paper and perhaps in-person, or on paper along with the monthly utility bill, or online via some method and announced in some way. Perhaps "focus groups" could be part of the answer. Visiting local locations, maybe businesses, to implement an in-person survey on paper, but away from the library. May need help from the Library Commission. Jim J. is looking for some people to take the survey early - people who don't use the library very often.

The library staff is really thinking about this, with great ideas from the newer staff members. They would like to know how publicity about a program or event works or does not work. Do people not know about the program or event, or are they simply not interested, or do they forget about the programs and events?

Colleen asked about these possible efforts. Is part of "success" that we get more people to visit the library, and more people to attend programming for adults? Colleen mentioned the idea from the Hillsboro Libraries, of "library space" as a service. The Rogers Room is available for a variety of events, etc.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues Jan 9, 2018 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