

Library Commission approved minutes as amended on Feb 6, 2018.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday Jan 9, 2018.

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: Mike Smith – of the Friends Board.

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Dec 12, 2017:

MOTION: Elizabeth moved, seconded by Valyrie, to approve the Dec 12, 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, 2017 was the date of Mike Moore's party for his company employees, and donors to the Foundation, Library Commission members, etc.

b) The Foundation Board recently sent a letter to donors, saying that they will be focusing on two new projects from now on: (1) A "Sense of Arrival" feature for the children's section of the library, an artistic landmark to designate the area, and (2) The Dick Ginsburg Memorial Garden area near the south entrance of the library, with plantings, a bench, and a quiet area for library patrons.

c) See the Library Foundation of Forest Grove's web site (www.fglf.org).

5b. FRIENDS REPORT: Colleen Winters and Mike Smith shared comments about the activities of the Friends of the Forest Grove Library:

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- a) The next meeting of the Friends Board is tomorrow, Jan 10, 2018. Attempting to recruit two more Friends Board members, to fill vacancies.
- b) The Library's volunteer program and the Friend's volunteer program (for activities inside the library) need to be joined or combined together in some way. Both the library and the Friends need more volunteers.
- c) Plans to update the Friends web site. Would also like to have more presence on social media.
- d) The Friends Board has been working on their Strategic Plan (priorities for the next 2 years), and succession planning. With their continuing success at raising money for the library, they are looking to set other priorities. Looking to pay for more programs and perhaps other ways to help the library.

e) Mike Smith shared a draft of the recently-updated **Friends Strategic Plan**. There are four major goal areas of their strategic plan:

(1) Provide cultural education and cultural opportunities for public. Maintain and improve the role of the library as a cultural hub for the community by supporting educational and cultural programs.

(2) Recruit and retain Board members and volunteers. Add Board members. Recruit, orient, train, and encourage active volunteer participation in Friends activities.

(3) Raise money. Engage in activities to raise funds for the Library, to support Friends-sponsored public programs in the Library and to cover operating costs.

(4) Enhance image of the library in the community (advocating, promoting). Maintain and increase public support for our Library, and support Library Staff. Encourage the work staff does by funding their program requests, participating in their programs, and giving personal recognition.

f) Mike Smith described how **books donated to the library**, and books removed from library shelves, (about 24,000 books annually) are processed: (Library staff gets first chance to look at donated books.) Depending on the "value" of the used book (according to Amazon.com) and its condition, it will end up in three general groups (see below). This is labor-intensive, with ten people active in these efforts: (a) Scanning the books, sorting, and storage of the books, and then (b) Preparations for the sale of the books, in one of these three ways.

1) Online book sales on Amazon.com. For used books that are valued at \$7 or more. Started this effort in 2011. Have listed over 4400 books for sale on Amazon.com since 2011. 1900 items are currently listed. 2500 items have been sold. Have sold to people in all 50 states, plus D.C., and to 14 foreign countries. Specialized and/or rare books, books in good shape, limited edition items seem to do the best. Ship an average of just less than 2 sold items per business day.

2) Ongoing in-library sales cart. Began in 2016. Sale books are displayed on a book cart near the library entrance. Prices are marked in each book, and

customers pay at the circulation desk.

3) Twice-annual Used Book Sales in the Rogers Room. All other books go to the Used Book sales, about 200 boxes of items per sale. Started these sales in 1973. Leftover books collected by a private company: Discovery Books. They pay the Friends by weight of leftover books, then sell those books online.

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) Interviews for B&C's appointments continue. There are no current applicants for the Library Commission.

b) Work sessions on "Town Center" concept & plan.

c) Study of the wear, problems, and cost of downtown decorative crosswalks, discuss alternative materials, etc.

d) Light & Power 3.6% electric rate increase in 2018 was approved, smaller than planned increase that was expected each year, over the last 4 years.

e) 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.

f) The Annual Town Meeting (ATM) is to be held Sat Jan 27, 2018. Will consider the Fire Authority concept and proposal. Cost efficiencies, standards, efficient management, consistent volunteer programs.

g) The Mayors of Forest Grove and Cornelius will give their "State of the City" speeches Mon Feb 26, 2018 at noon, in the Community Center.

h) A Rotary "Peace Poll" may be installed at site to be chosen (a city park?), and to be dedicated when the Japanese 'sister city' delegation is visiting.

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

a) Colleen mentioned that the **9:30am new library opening time** is popular.

b) Reminder to RSVP very soon for the upcoming **B&C dinner**. Pamela mentioned progress and successes that the library and Library Commission had in the last year that could be mentioned in the short after-dinner speech. Library events and lots of pictures too. A poster board was planned. Some hope continues that perhaps poster boards could replace the after-dinner speeches.

c) **B&C training** (ethics, meetings, & records) will be mandatory for B&C members. Will be a 1.5 hr event, and B&C members must attend either of two training sessions to be held Mar 19 and Apr 9, 2018 evenings.

d) The popular **Star Wars Party** (250 kids attended last year) will be held again on Sat Jan 27, 2018 from 2 to 3:30PM. Extra volunteers are needed.

e) **Final Circulation Statistics for 2017**, compared to previous year, showed a

5.5% increase in circulation. Most of that increase was for online materials.

f) Eva Calcagno, Director of WCCLS, is retiring early in 2018. A nationwide recruitment effort has begun in order to find her replacement. Colleen has been helping with this effort. Screening of applicants, phone interviews, etc.

g) January is “B.E.A.R. Month”. Ann D. will lead the “B.E.A.R. Parades”. The “Shadow Theater” event will be held Jan 17, 2018.

h) Jim and Bob of the library staff have a **draft survey** ready for review. Need people that do not currently use the library to take this survey.

i) Colleen has been involved in very early discussions related to what could be done with the police station building (next to the library), once there is a new police station elsewhere. The library has an interest in use of the police station building, in a way that enhances downtown Forest Grove.

j) Colleen discussed library staffing concerns. Two employees are on medical leave, two more on family leave, and one person was taking a long vacation.

k) Next TED Talk event will be Sat Jan 20, 2018 at 10:30AM.

m) Next Cultural Series talk will be “**Owyhee River Journals**” to be held Tues Jan 30, 2018 at 6:30PM in the Rogers Room.

6. DISCUSSION OF ITEMS:

a) Teen Area plans continue. “Young Adult” is considered to mean 12 to 18 year olds. Colleen said only major concern is how to make sure those of other ages will honor that the YA area is for those of the correct age during after-school hours. Pamela was concerned about “enforcement” and if library staff would ever have to try to enforce those rules. Valyrie said that the YA area would be the only restricted area of the library, and that this might be a problem.

Colleen has contacted four other Washington County libraries that have a similar YA room. Some have a YA room with a door. Others are careful about admission to the room. In some libraries, there is a library staff person sitting in that area. These ideas have led to successful teen programs. So our library may have some problems, as there is no door to the YA area, Amy is not usually nearby, and only the circulation desk staff members are close by.

Concerns were expressed about the “enforcement piece”. Plan is to be proactive, to give lots of early warning before the after-school hours. Later may need to ask those of other age groups to move. Not sure what to do if person will not leave. Colleen’s conclusion is that the plan is not quite ready. There is almost always adequate seating elsewhere in the library for the person to move to. Jon and Valyrie in different ways said not to worry about an uncooperative person – that over time the situation would get better.

Colleen says plans are to give one month (Feb 2018?) of early warning for enhanced use of YA area, and then to start with enhanced YA area activities during after-school hours, perhaps around March 1, 2018. After the end of this school year will evaluate the success of the Teen Area plan, during summer of 2018.

b) Commission Goals: “Gathering of Groups” and “National Library Week”
(theme is: “Libraries Lead”) which will be the week of April 8-14, 2018.

Elizabeth led a discussion of ideas for celebration of National Library Week. 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) Perhaps a poster board for patrons to show appreciation by filling out a card with ideas, comment. Cards could be placed on poster board. (3) Pamela mentioned idea of something for kids to color in (4) Each of us (library commission members) could bring goodies for the library staff, one of us per day during the week. (5) Kathleen mentioned possible purchase of cute “animal” bookmarks for library staff. (Last year we got library staff fancy coffee mugs.) (6) Advertising National Library Week around town, such as on the Fire Department’s activity sign. (7) Massage chair for library staff?

c) Library Commission By-Laws update. Library staff’s and Library Commission member’s efforts continue to prepare for Library Commission’s 2018 work to update the Library Commission’s by-laws (to lengthen commissioner’s terms to 4-years, and to possibly change the default meeting date each month).

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues Feb 6, 2018 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