

Library Commission approved minutes as amended on date Apr 17, 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 Feb 6, 2018.

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

Members Absent: Nickie Augustine (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Adolph “Val” Valfre (not present)

Others: None.

2. ADDITIONS/DELETIONS: (1) Election of Library Commission Officers for 2018, (2) Presentation on the Library Volunteer program.

Election of officers: Valyrie moved, seconded by Elizabeth, to re-elect the current slate of Library Commission officers again, for 2018. **MOTION CARRIED** by all.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Jan 9, 2018:

MOTION: Valyrie moved, seconded by Elizabeth, to approve the Jan 9, 2018 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) 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 Friends web site is at: fglibraryfriends.org.

5c. COUNCIL LIAISON REPORT: None

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

a) The **B&C dinner** was held in January. Pamela spoke well representing the Library Commission. The after-dinner speeches seemed shorter this time, and this was considered a positive change. The Library Commission poster board was completed by library staff, and was on display at the dinner, but was the only poster board from any board or commission. There is now less hope that poster boards could replace the after-dinner speeches in the future.

b) WCCLS 2016-2017 Year in Review. Separate document handed out. "WCCLS wants residents to think of libraries as the first place to go for reading, lifelong learning, community events, business support, and civic dialog." Statistics about patron visits, item checkouts, total collection.

c) Staff In-service day will be held Mon Feb 19, 2018 (President's Day). (1) Will review Behavior Policy. How is it working? (2) Intellectual freedom discussion (3) Review of Display Policy, including customer comments made since policy put in place (4) Also will discuss: collection development, customer interaction, events of last year. Afternoon: breakout sessions into groups to discuss various topics.

d) 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.

e) Colleen discussed **library staffing concerns**. Two resignations: Sergio now working full time at another library, and Casey, youth service librarian (reading time). Joan V. is on medical leave. Need to plan to get thru next few months. Also current open position in recruitment: Latino Outreach person

f) Annual Town meeting (ATM) was held in January. Was partly about the idea of a local "Fire Authority". Rest of ATM was open forum with Mayor Truax and department heads, answering questions about effects of growth on city services.

g) Library events in the last month: (1) Star Wars Party – 252 attendees, with 20 volunteers. Crafts, food, Star Wars characters and costumes. Was a well-organized event. (2) "Owyhee River" cultural program – excellent talks with slides and videos, attended by 83 people, most had read about the program in a newspaper. (3) TED Talk.

h) Library Events in the next month: Cultural series, writing workshop, TED talk.

6. DISCUSSION OF ITEMS:

a) Library Volunteer Program. Jessica F. of the library staff became the Library Volunteer Coordinator in Feb 2017. She will give this presentation to the City Council at their Feb 26, 2018 meeting.

The library's 35 current volunteers (ages: 15 – 80) do some important work.

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Rogers Conference Room
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Some have been volunteers for 8 years. (Had a max of 47 volunteers at one time, and could use 7 more now.) They save library staff around 12 hours per week, doing lower priority work items. For 2017, volunteers worked 3,331 hours at the library, which would have cost \$60,000 otherwise. Volunteers have name tags. They use a workstation for their volunteer timecards and to see and make changes to their schedules. A volunteer usually spends 2 hours at the library, once a week.

Volunteers: (1) Sort baskets of items coming to the library from other libraries, via the WCCLS inter-library loan van. (2) Help with some events. (3) Help putting items on shelves (4) Straighten shelves (5) Put books in right position (6) Pull 150 – 200 held items per day (Monday 300 - 350 items). (7) Help with special projects.

There will be changes to the way WCCLS sorts and prepares the inter-library loan items, will be effects for library volunteers. New format of volunteer training is on the way, some of it online, with some quizzes. Usually, there is an annual recognition event.

Colleen mentioned that library volunteers do not replace paid library staff. The Volunteer Coordinator must be a paid library staff member too. Kari M. started the volunteer program and got things going. Jessica F. has a new Masters degree in Library Science, is the Volunteer Coordinator part-time, and has other library duties as well part-time.

b) Teen Area Pilot Project. Colleen presented a new short proposal paper titled “Teen Area Pilot Project”. The Teen Area will start Mar 1, 2018 and run thru the end of the current school year, as an experiment. Then there will be a review, during the summer. There will be helpful signage and promotion in advance. No library staff will do “policing”. Staff might offer to help find another location for someone who doesn’t belong there. There will be no “enforcement” beyond that. Colleen and Elizabeth speculated that a room full of teenagers would discourage those who shouldn’t be there. The Teen Library Council (TLC) will make sign(s) for the Teen Area, or at least help with signage.

Age range will be grades 6-12. Days and Time will be M-F 2:30 – 5:30pm.

Colleen hopes that teens will come. The Teen Area is a place, not a room with doors and a staff person. Colleen said that on a trip to Oregon City Library, saw that they had a similar space to ours, and had no problems.

Acceptance of proposal. Valyrie moved, seconded by Kathleen, that the Library Commission accept and support this new proposal for the Teen Area Pilot Project. **MOTION CARRIED** by all.

c) Commission Goal: “Gathering of Groups”. Pamela mentioned the date selected for this evening event: Thursday May 10, 2018 from 6 – 7:30pm in the Rogers Room. As usual, inviting library staff, City Council, Friends Board, Foundation Board, and Library Commission members. May want to honor someone, or some organization. Expecting around 30 people. Will need catering service, with a budget. Will look at invitation postcards to be mailed. A separate

planning subcommittee meeting may need to be held.

d) Commission Goal: “National Library Week” (theme is: “Libraries Lead”) which will be the week of April 8-14, 2018. Elizabeth and Kathleen mentioned 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. A poster board for patrons to show appreciation by filling out a card with ideas, comment. Cards could be placed on poster board. (2) Each of us (library commission members) could bring goodies for the library staff, one of us per day during the week. (3) Kathleen mentioned possible purchase of cute “animal” bookmarks for library staff.

A separate planning subcommittee meeting may need to be held.

e) 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 Mar 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