

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

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

Members Absent: Pamela Bailey, Chair; Nickie Augustine (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Adolph “Val” Valfre

Others: None.

2. ADDITIONS/DELETIONS: Welcome to new City Council liaison, Val Valfre!

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Feb 6, 2018:

Further editing of Feb 6, 2018 meeting minutes is needed. No motion to approve the Feb 6, 2018 minutes was made at this meeting.

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 and Family annual night outdoor fundraiser dinner at McMenamin’s Grand Lodge has been scheduled for 2018, for the evening of Wed Sept 12, 2018. This fundraiser event was not held in 2017.

b) Continued planning of the Dick Ginsburg Memorial Garden - to be located on the south side of the library. The Foundation will fund the creation of the memorial garden. The City must first approve the plans. Maintenance is an issue: the Parks Dept would have to take care of watering, pruning, etc.

c) See the Library Foundation of Forest Grove’s web site (www.fglf.org). The web site has been recently updated.

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

- a) A new Friends newsletter is in the mail for members. The Friends Board has noticed that there are not as many Friends members as they might have expected from other Library-related or City committees.
- b) The Friends Board annual meeting is to be held Wed April 11, 2018 at 5:30pm in the library's Rogers Room. New board members are desired.
- c) 250 "Friends of the Forest Grove Library" nice-looking book bags have been ordered. They will be available at the front desk of the library for \$10. They are expected to sell out by the end of the next used book sale, April 16-21, 2018.
- d) The Friends web site is at: fglibraryfriends.org. The web site has been recently updated.

5c. COUNCIL LIAISON REPORT: Adolph "Val" Valfre shared comments about the recent activities of the Forest Grove City Council:

- a) City Council held its annual goal-setting Retreat. Included goals and objectives from City Departments, Town Center Concept Program, Staff Succession Planning, Downtown Storefront Revitalization, Latino & Ethnic Outreach, Police Strategic Plan, Plan for new Police Facility, Fire Authority IGA, Forest Grove Senior & Community Center, Affordable Housing Options, Homelessness, and General Fund Reserves Policy.
- b) Mayor's State of the City event was held, and was well-attended.
- c) Work session held on plans for possible new Police Dept building: size, possible locations, etc.
- d) Study of possible major changes for safety to two intersections: (1) Hwy 47 & Martin Road, and (2) Hwy 47 & Fern Hill Rd/Maple St.
- e) Review of possible "Salmonberry Trail" (old rail line) between Banks & Tillamook.
- f) Heard Grocery Retail Market Analysis for Forest Grove for next 5-7 years.
- g) Sustainability Commission's 2018 Work Plan discussed
- h) Work session held on Affordable Housing options.
- i) METRO update from Kathryn Harrington
- j) Heard about Forest Grove City Library Volunteer Program.
- k) Town Center enhanced crosswalks, options and plans discussed.
- l) Park System "Development Charges" Indexing discussed.
- m) Rogers Park changes and upgrades planned. Part of the money required was raised by private citizens.
- n) Forest Grove/Cornelius Enterprise Zone update.

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

- a) **WCCLS Update #1.** Eva Calcagno's retirement party was held recently, with 100 people attending. She was recognized and honored for her many years as Director of the WCCLS. Recruitment for her successor has not yet been successful

and is temporarily paused. Lisa Tattersall is the interim director.

b) WCCLS Update #2. AMH Equipment (Automated Materials Handling) to be installed at WCCLS in a new building, needed to hold all the equipment. It sorts books into the grey plastic “taskets” of items that are either returns to one library from one of more libraries, or “pulled” items from one or more libraries, to be sent to another library. Each member library will have to make adjustments in handling the taskets and the items inside them.

c) WCCLS Update #3. Discovery Layers – Lisa Tattersall is working on purchase & installation of a “Discovery Layer”. For patrons this will add a layer to a search, allowing for enhanced search results. Patrons will like this. Will give extra info on a book author, for example, or list other similar items to the one item searched for. IT changes will be required, and lots of training too.

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) Library Volunteer Program. Jessica F. of the library staff, the Library Volunteer Coordinator, gave the presentation (the Library Commission saw at its last meeting) on the volunteer program to the City Council at their Feb 26, 2018 meeting.

f) Colleen discussed library staffing concerns. Two vacancies. Recruitment for youth service librarian is proceeding. Managing all the youth service duties, delegated to other staff who will help out. A plan is in place. Art clubs and the Escape Room will be handled.

g) Colleen met with interim Forest Grove Superintendent of Schools John O’Neill, who wants to have regular meetings with local libraries, about libraries. Not had such meetings in a long time.

h) Staff In-service day was held Mon Feb 19, 2018 (President’s Day). (1) Reviewed Behavior Policy. Incidents of Behavior Policy events are recorded in an incident log, and are discussed at 9:20am the next business day. Looking for repeat incidents, with goal of handling them the same way each occurrence. (2) During the second part of the in-service day, an Intellectual freedom discussion was held. A presentation will be made to the Library Commission about this.

i) The planned survey, with subject “What does the Community want and expect from the library?” was discussed. Bob and Jim are in charge of the survey. The first group to take the survey will be library non-visitors.

j) The monthly Saturday morning TED Talks series events at the Forest Grove City Library were mentioned in the latest WCCLS newsletter.

h) Library events in the last month: (1) Two Cultural Series talks. (2) TED Talk.

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

6. DISCUSSION OF ITEMS:

a) Teen Area Pilot Project update. Colleen mentioned that Amy of the library staff says that the Teen Area will start later in March, and run thru the end of the

Forest Grove Library Commission
Meeting Date – 6:30PM Tues Mar 6, 2018
Rogers Conference Room
Page 4

current school year, as an experiment. Then there will be a review, during the summer. There will be new helpful signage and promotion in advance (outreach to schools). Stanchions to define Teen Area better. Log of comments people or staff make about the Teen Area. No library staff will do “policing”. Staff might offer to help find another location for someone who doesn’t belong there.

b) Commission Goal: “Gathering of Groups”. Reminded of the date selected for this evening social 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 – to be decided. 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.

c) Commission Goal: “National Library Week” (theme is: “Libraries Lead”) which will be the week of April 8-14, 2018. Elizabeth and Kathleen mentioned more definite ideas for celebration of National Library Week. There will be a planning subcommittee meeting later this week, with Elizabeth, Kathleen, and Pamela attending. Elizabeth will send an e-mail to the six Library Commission members.

Ideas were: (1) A method 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, etc. (2) Each of us (library commission members) could bring goodies for the library staff, one of us per day during the six-day week. Colleen suggested that snack items be brought each day for 15 employees, (not necessarily just “sweet” things) so that they are available to library staff from 11:30am to 1:30pm. (3) Kathleen has ordered cute “animal” bookmarks for each member of the library staff.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting (the annual retreat) will be held on Tues Apr 17, 2018 at 5:30PM at Valyrie’s home.

8. ADJOURNMENT:

Hearing no further business, Vice-Chair Poulsen adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary