

***Library Commission approved minutes as presented on May 16, 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 Apr 17, 2018.

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

**Members Absent:** Nickie Augustine (excused);

**Staff:** Colleen Winters, Library Director

**Council Liaison:** Adolph “Val” Valfre

**Others:** None.

**2. ADDITIONS/DELETIONS:** Welcome to new Commissioner, Kirsten Beier!

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

**MOTION:** Valyrie moved, seconded by Elizabeth, to approve the Feb 6, 2018 minutes as amended. **MOTION CARRIED** by all.

**MOTION:** Valyrie moved, seconded by Elizabeth, to approve the Mar 6, 2018 minutes as amended. **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)** Continued planning of the Memorial Garden - to be located on the south side of the library. Contract for design. Making headway. The Foundation will fund the creation of the memorial garden. The City must approve the plans. Maintenance is an issue: Parks Dept will have to take care of watering, pruning, etc.

**b)** See the Library Foundation of Forest Grove’s web site ([www.fglf.org](http://www.fglf.org)).

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

**Forest Grove Library Commission**  
**Meeting Date – 6:30PM Tues Apr 17, 2018**  
**Annual Retreat - Homestead Clubhouse**  
**Page 2**

- a) The Friends Board annual meeting was held Wed April 11, 2018 at 5:30pm in the library's Rogers Room. New board member chosen. Officers elected. Strategic Plan was explained.
- b) Treasurer's report given. Friends will make a donation to the Foundation's Memorial Garden project.
- c) Used Book Sale is going on this week in the Rogers Room.
- d) The Friends web site is at: [fglibraryfriends.org](http://fglibraryfriends.org).

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

- a) National Library Week was noted.
- b) Arbor Month (May) was noted.
- c) Work session held on plans for possible new Police Dept building: size, possible locations, funding, etc.
- d) 2018 City Council goals approved.
- e) Town Center crosswalk plan approved. Work will be done in phases.
- f) Sister City visit from Nyuzen, Japan delegation. 30<sup>th</sup> year anniversary.
- g) CEP presentations City Council, asking for small grants.
- h) Budget reserves at about 38% of annual spending.

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

- a) **B&C members training.** (Ethics, meetings, & records.) These meetings have occurred – we were each to attend one of the meetings. Library Commission members are urged to review and understand everything that was presented to us. Save any questions for our next Library Commission meeting.
- b) **Behavior Policy used successfully.** Disruptive library patron visited our library last week. Has been involved in previous incidents, and is well-known to our Police Dept. Will be given 30-day notice to stay away, if and when he shows up again.
- c) **2019 will be the 110<sup>th</sup> Anniversary of the Forest Grove City Library.** We need to do something nice for this event, in the fall of 2019.
- d) **Library Events in the next month** (in the library's Rogers Room):
  - (1) What's in a Label: Thinking about Diversity and Racial Categories. Mon Apr 30, 2018 at 6PM. Part of Oregon Humanities Community Conversations.
  - (2) Art of the Story: Habiba Adda: The Beautiful Lessons in our Fantastic Messes. Tues May 1, 2018 at 6:30pm.
  - (3) Cultural Series: Shipwreck Explorations of the Oregon Coast. Tues May 15, 2018 at 6:30pm.
- e) **Library events in the last month:**
  - (1) Cultural Series: Grant's Getaways with Grant McOmie. Another heavily attended cultural series talk, with about 85 attendees. Was Apr 3, 2018.

**6. DISCUSSION OF ITEMS:**

**a) Commission Goal: “Gathering of Groups”.** Reminded of the date selected for this evening social event: Thursday May 3, 2018 (a change was made from date announced last month) from 6 – 7:30pm in the Rogers Room. 50 Postcard invitations were mailed and should have been received by now. Expecting around 30 people to attend. As usual, inviting Library Staff, the City Council, the Friends Board, the Foundation Board, and Library Commission members. Catering service has been arranged (Urban Decanter) and they will provide a wine-serving person. Members of the Library Commission can bring fruit and extra treats. May try to find a more electronic way of sending invitations, and receiving RSVPs, for future “Gathering of Groups” events.

**b) Commission Goal: “National Library Week”** (theme: “Libraries Lead”) was the week of April 8-14, 2018. Activities of the Library Commission:

- (1) A poster board allowed library patrons to write and send a library thank-you card, perhaps to a member of the library staff. Cards were placed on poster board.
- (2) Each of us (library commission members) brought goodies for the library staff, one of us per day during the six-day week.
- (3) Cute “animal” bookmarks were given to each member of the library staff.

**c) Review of 2017 Library Commission’s Goals:**

- (1) “Latino Outreach” – waiting for recruitment of Spanish-speaking new staff to help with this item
- (2) “Open Hours” item can be removed from goals. It has been successfully implemented. Additional staffing would be required for even more open hours.
- (3) “Back entrance” item – keep on list for future work, despite sub-committee efforts last year.
- (4) “Library of Things” – on hold pending staff work. Colleen has asked staff to think how to start this item.
- (5) “Policy Inventory and Review”. Progress has been made. There are about 8 library policies. Keep this item on list of goals, as a continuing item.
- (6) Colleen suggested that the “National Library Week Celebration” in 2019 needs to be “bigger and bolder”.
- (7) “Revisit library fines” item may need work in 2018, pending possible WCCLS activities, and should remain on list of goals.

**d) Review of Library Commission’s 2018 Goals:**

- (1) Add “Updating Library Commission Bylaws” to 2018 Goals as a similar item to “Policy Inventory and Review”.
- (2) Add “Library Volunteer Appreciation” to 2018 Goals as a similar item to “Library Staff Appreciation”

**Forest Grove Library Commission  
Meeting Date – 6:30PM Tues Apr 17, 2018  
Annual Retreat - Homestead Clubhouse  
Page 4**

(3) For “Strategic Plan for 2016 to 2018 – Staff Part” item, would like to have a formal update of results over the last 2.5 years, current and future activities, by the library staff to the Library Commission, during 2018. Also, would like to send a thank you letter to the attendees from the strategic planning sessions held during Fall 2015, mentioning results and future directions implementing the Strategic Plan.

(4) “Survey in 2018” item. Library staff (Bob & Jim) plan to get this survey out to library patrons this year. The survey is ready. Asks potential library patrons why they have, and have not, been coming to the library. Info to be gathered will help with future planning. Library Commission could help facilitate roll-out of survey, and help compile results.

**7. ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Wed May 16, 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