

Library Commission approved minutes as presented on Jul 11, 2018.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:00PM on Tuesday June 12, 2018.

Members Present: Pamela Bailey, Chair; Jon Youngberg, Secretary; Kirsten Beier; Nickie Augustine; Valyrie Ingram;

Members Absent: Elizabeth Beechwood (excused); Kathleen Poulsen, Vice-Chair (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Adolph “Val” Valfre

Others: None.

2. ADDITIONS/DELETIONS: Report on school board decision re: school libraries.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF May 16, 2018:

MOTION: Valyrie moved, seconded by Nickie, to approve the May 16, 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) Next meeting of the Foundation Board will be Monday next week.
- b) Continued planning of the Memorial Garden - to be located on the south side of the library. Considering scope of project, design, budget, and timeline. The work outside could begin as early as September.
- c) 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 online used book sales continue to do well, with activity daily.

Forest Grove Library Commission
Meeting Date – 6:00PM Tues Jun 12, 2018
Rogers Conference Room
Page 2

- b) The anticipated Friends book bags have arrived and are available for sale at the library's circulation desk for \$10. This is not a fundraising item. Some are available for library use, including with the Summer Reading program. Some may be gifts given to Forest Grove's Sister City visiting delegation.
- c) The Friends web site is at: fglibraryfriends.org.

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

- a) Aquatics Center 50-year Anniversary Sat June 16, 2018 9am to 5pm.
- b) Continuing work on future site of new Police Dept building.
- c) Budget being finalized. City Council vote June 25, 2018.
- d) Rate increases for water, sewer utilities.
- e) Tuality Hospital in Forest Grove plans to convert its emergency room into an Urgent Care facility.

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

- a) **Facility notes:** Leaky windows (during heavy rain) on the south side of the library are to be fixed. "Noisy" windows (during heavy wind) by the adult fiction section have been fixed. The building may be repainted, after all the window fixes are completed, with color options being considered.
- b) **Summer Reading Program** has begun. 355 children and 119 teens have already signed up. Numbers are way up, a 61% increase over last year at the same time. The free book at signup might be a reason. Some people knew about the free book beforehand. At least 100 adult signups. Kids can choose whether to be in the Teen program. More teens have been coming to the library. All library staff have helped with the absence of the Youth Service Librarian (but see next item).
- c) **Youth Service Librarian recruitment:** There were 37 applicants and 6 in-person interviews. Result: Nathan J. will start on July 2, 2018.
- d) **Unfilled Latino Outreach library staff person:** After 2 recruitments for an Adult Services Librarian with 2 year's experience, with a Masters Degree, and ability to speak Spanish, expecting to work 24 hrs per week, have had no qualified candidates apply. So, Colleen is rethinking the position. What does the library need? New job description? Programming, outreach, and also desk coverage, perhaps more hours, and different list of qualifications.
- e) **Library Events in the next month** (in the library's Rogers Room):
 - (1) Music of Steve Hale. Sat Jun 16, 2018 at 3:30PM.
- f) **Library events in the last month:**
 - (1) Cultural Series: Shipwreck Explorations of the Oregon Coast. Tues May 15, 2018 at 6:30pm.

6. DISCUSSION OF ITEMS:

a) Approval of Library Commission's 2018 Goals: The goals document was reviewed, including the major changes made at our April and May meetings.

MOTION: Valyrie moved, seconded by Jon, to approve the Library Commission's 2018 Goals as presented. **MOTION CARRIED** by all.

Summary of Library Commission's 2018 Goals:

1. Items related to "Strategic Plan for 2016 to 2018" and possible replacement.
2. Policy Inventory and Review
3. Library Commission's Bylaws update
4. Survey in 2018
5. National Library Week celebration
6. Library Staff appreciation
7. "Gathering of the Groups"
8. Continue to strengthen relationship with the Forest Grove City Council
9. Consider issues brought up by WCCLS actions and decisions
10. Review issue of increased homeless use of library
11. "Gathering of Library Boards and Commissions"

b) "Survey in 2018": Jim and Bob could send an Implementation Plan to the Library Commission soon. Expecting complicated analysis and a wide variety of survey participants.

This effort is in three parts: (1) Patron satisfaction survey, (2) Civic engagement – Why don't potential library patrons use the library more often? – different from survey, and (3) Library supporters list. Need way to send out information about library events to more people, effectively and efficiently.

c) School Board and School Libraries: Valyrie said that the School Board voted in the last few days to hire 3 librarians (to work at 2 school libraries each). This is part of their budget process and is very good news. There have been no school librarians for approximately 10 years, leading to disarray in the libraries.

d) Update for "Strategic Plan for 2016 to 2018" – Timeline. Colleen mentioned that the Banks and Cornelius libraries are starting their Strategic Planning processes and that they might be good examples for us to learn from.

Library Staff could evaluate results of the last 3 years under the plan and be ready to present to the Library Commission perhaps by Sept 2018. Would discuss all the work done during the 3 years. This report/document would help with next steps in the Strategic Planning process. Colleen and library staff supervisors will describe what library staff needs to produce.

Would like to start from the end result of the last 3 years of the Strategic Plan and go forward from there to the next Strategic Plan update. These were the four major

categories or work areas from the “Strategic Plan for 2016 to 2018”:

- a. Teen/Council:** was a success. Staff had many ideas (teen). Lots of good work was done on this item.
- b. Technology:** WCCLS and the city do a lot, which helps, but more effort is still required.
- c. Latino Outreach:** stalled, with personnel changes.
- d. Community/Culture:** Partnerships with the Friends, Pacific Univ., Chamber of Commerce, and other outreach. Participation, engagement. Be out in the community, allow community to come to the library and engage here.

After the report at the September Library Commission meeting is reviewed and adopted, then the Library Commission can decide what to do after that. For the next Strategic Plan, want to continue to have a working document, not a proposal or plan that sits on the shelf.

The Fall 2018 committee that would decide the Strategic Plan for the next 3 years could retain, delete, or replace any of the four major categories of the plan, and once again suggest more detailed items for each of the categories.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Wed July 11, 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