

Library Commission approved minutes as presented on June 12, 2018.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Wednesday May 16, 2018.

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

Members Absent: Nickie Augustine (excused); Valyrie Ingram (excused);

Staff: Colleen Winters, Library Director

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

Others: None.

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Apr 17, 2018:

MOTION: Kathleen moved, seconded by Elizabeth, to approve the Apr 17, 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) 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. Plans and budget to be considered, 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.
- 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 Friends Board had a meeting last week, but will not meet again until Sept.

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- b)** The Spring Used Book Sale was completed recently, raising just under \$6000. 31 new members joined the Friends during the sale week. Set up for the used book sale now takes just 2 days, with the huge help of the Forest Grove High School's National Honor Society.
- c)** At the May meeting of the Friends Board, the board approved their annual budget, which included their own budget items, some reserves, some help for Foundation projects, and of course support for Library programs (including the Summer Reading Program). Colleen mentioned that she will be planning for the day when the Friends possibly can't fully fund the Summer Reading Program.
- d)** The Friends web site is at: fglibraryfriends.org.

5c. COUNCIL LIAISON REPORT: None.

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

a) Summer Reading Program to start very soon. Program mostly as before. For all ages, fun events, etc. Changing part: when children and teens sign up, they will get a free book. At the end of the program, three months later, they will get another free book. They can also earn "book bucks" & maybe even earn another gift book. Will use state library funds to pay for these books. Will listen to what library patrons say about this change. The idea of an incentive (to read more books) is good. If successful, may ask local clubs to pay for these free books, for future summer reading programs.

b) Effects of new Library Open Hours. Colleen handed out a study from Robin with numbers related to increased library open hours (started Jan 2, 2018), including effects on Library Staff, thru the end of March 2018. Conclusion is that the extra open hours are a good thing. The City Council and the City Manager will see this study. An example is that during the extra half-hour the library is open Thursday thru Saturday afternoons (to 5:30pm), there were 41 patron visits per week, and 152 items checked out per week.

c) Library Work Plan. Colleen handed out her Library Work Plan presentation to be given to the City Council at their May 22 meeting. Includes last year's "Library Accomplishments", this next year's "Library Priorities", and "Usage Statistics" for the last year. The "Complete plans and develop proposals regarding Outreach, programming, and desk coverage" item is of interest to the Library Commission. The Library has three desks that require coverage during most library open hours.

d) Library Budget for next year. No significant changes have been made to the library's proposed budget for the next year. To be approved in June 2018.

e) Youth Service recruitment - significant progress. There were 37 applicants and a decision has been made on a particular applicant.

f) Library Events in the next month (in the library's Rogers Room):

(1) Music of Steve Hale. Sat Jun 16, 2018 at 3:30PM.

g) Library events in the last month:

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(1) Cultural Series: Shipwreck Explorations of the Oregon Coast. Tues May 15, 2018 at 6:30pm.

6. DISCUSSION OF ITEMS:

a) Commission Goal: “Gathering of Groups”. This event was held successfully in the last month. Were 23 attendees, had hoped for more. Sat in small groups at tables in the Rogers Room. Was very nice catered food and drink, and there were goodies brought by Library Commission members. The discussions that sprung up seemed to work. Introductions by group and then by person worked well. Conclusions were: more tables, and a better layout of tables would be needed for future events. A game or planned activity needed? (maybe no). No need to do next year. May and Sept-Oct are better times to hold the “Gathering of the Groups” than in April. (Too many events in April?)

b) “Survey in 2018” item. Library staff (Bob & Jim) plan to get this survey out to library patrons this year. The survey is ready. This effort is now 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.

Colleen will e-mail Library Commission members a written document about this. Please read it for our next meeting, when it will be reviewed, and when there will be presentations by library staff.

c) Review of Library Commission’s 2018 Goals Document: Changes suggested included:

- (1) Elizabeth suggested removal of “Opening of Back Entrance to Library” item.
- (2) Colleen said the “Library Volunteer Appreciation” paragraph could be removed.
- (3) Colleen suggested that the “Revisit Library fines” paragraph could be reworded to be more like “Consider issues brought up by WCCLS actions and decisions ...”
- (4) Elizabeth suggested adding a new paragraph that mentions increasing the visibility of the Library Commission and strengthening the relationship of the Library Commission with the City Council.
- (5) Colleen asked that the “Library of Things” description phrase be removed, but that the “Alternative collections and services” phrase be retained.
- (6) Noting that the “Strategic Plan for 2016 to 2018” is perhaps ending this year, Colleen said that the “Strategic Plan for 2016 to 2018” needs attention later this year (Fall 2018). This would include: (a) Finalize a formal document of the plan and interim results (by library staff), (b) Evaluate status of the Strategic Plan, (c) Update the Strategic Plan for the future, (d) Communicate with the original participants – tell them what happened.

And lastly, schedule another session (participants to be decided) – revisit the

Strategic Plan. Set new goals, change old goals.

Jon promised an updated 2018 Goals document via e-mail soon, available for approval at our next meeting.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues June 12, 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