

Library Commission approved minutes as presented on date Aug 14, 2018.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:00PM on Wednesday July 11, 2018.

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

Members Absent: None.

Staff: Colleen Winters, Library Director

Council Liaison: Adolph “Val” Valfre

Others: None.

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Jun 12, 2018:

MOTION: Valyrie moved, seconded by Kathleen, to approve the June 12, 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) Recent Foundation Board meeting was held Monday, two days ago.
- b) Plans are being finalized for the Memorial Garden - to be located on the south side of the library. Contractor is working on designs. At the next Foundation Board meeting design, costs, and plans will be considered. 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:

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- a) The online used book sales continue to do well, with activity daily.
- 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.
- 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) Recent Sister City events have been completed, went well, were well-organized.
- b) Peace Pole dedicated in front of City Hall.
- c) City Budget approved. Some rate hikes, etc.
- d) Proposals for housing, including higher buildings, to be considered.
- e) Next City Council meeting to be held July 17.

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 in the process of being fixed. The building may be repainted, after all the window fixes are completed, with color options being considered.
- b) **Summer Reading Program** has begun. 1041 children and teens have signed up. Numbers are way up, a 34% 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. Have also been 248 adult signups. 60 people have earned an extra book, via "book bucks". Have been many attendees at Summer Reading events.
- c) **New Youth Service Librarian:** Nathan J. started July 2, 2018.
- d) **Teen Librarian** Amy G will be leaving the library for a full-time position elsewhere.
- e) Colleen has begun an effort to reconfigure personnel responsibilities at the library: Looking for a better fit of activities with the resources needed to accomplish them. What does the library need to have done? Who is doing it now? Rethinking recruiting and personnel processes. Possible restructuring of positions. Some people are working 40 hours per week, though they are normally expected to work only 24 hours per week.

6. DISCUSSION OF ITEMS:

- b) **"Survey in 2018":** Colleen said that Jim J. will present later the survey proposal to the Library Commission. Reasons for the survey. Plans for rollout, including the "The Library Listening Tour". Part 1 – Survey in the utility bill, and/or via Survey Monkey online somehow, etc. Part 2 – Listening at places like BJ's in person, etc. Timeline: started by September, done by Thanksgiving. Need for us to look at the proposed survey questions, review them, and make changes.

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Colleen continued, asking why we are doing this 2-part survey? What are we going to do with this info? How useful will it be? Have talked about focus groups. Are they desirable? The Library Commission may need to help in various ways.

Jim J. began a presentation on the whole activity called “The Library Listening Tour”. Plans include: (1) City utility bill survey, or via large e-mail, online, or in-house. (2) Listening dialog at places like BJ’s, Urban Decanter, etc. One on one, etc. in-person. (3) Possibly people dropping into the library at selected times to have in-person talks with library staff.

Why? Want to know what the barriers are to patrons coming to the library more often. What do they want from the library that it is not currently providing them? What is stopping them from coming to the library? Need quality answers. Want to get this right. Want library patrons to use the library more, and for new things.

Sample feedback: More study areas, a new display area of some kind, foster community and grow with the community, maybe even more open hours.

Need volunteers and/or help from Library Commission to help with questions at events, to be there and take notes. Need to create structured worksheets for in-person interviews, with follow-up questions. Need to decide those that should be talked to and how to reach them, a good mix of people from the community.

b) Update for “Strategic Plan for 2016 to 2018” – Timeline. Colleen mentioned the steps taken in 2015 to produce the library’s “Strategic Plan for 2016-2018”. Two meetings with stakeholders were held on Saturdays in the Fall of 2015. While the Library Commission was given updates on the plan over the last three years, and on progress being made, there was no communication with the original stakeholders. Colleen wants to propose follow-up with stake-holders. Also, where does the library go from here?

Pamela and Nickie mentioned that, with the survey coming up this Fall at the same time that a new Strategic Plan would be worked on, that it might be better to wait until 2019 to work on a new Strategic Plan, when the survey is done and has been analyzed. Jon suggested that the current Strategic Plan be extended to cover one more year, 2019.

Pamela suggested that Colleen contact the Fall 2015 Strategic Plan participants (stakeholders), thank them again, tell them what was accomplished in the last three years, and tell them about the upcoming “listening tour”. Elizabeth said that the stakeholders might want to participate in the listening tour. Colleen said that at the next Library Commission meeting that we will see a draft of the communication to the Fall 2015 participants (stakeholders).

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues Aug 14, 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