

Library Commission approved minutes as presented on Sep 19, 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 Aug 14, 2018.

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

Members Absent: Kirsten Beier

Staff: Colleen Winters, Library Director

Council Liaison: Adolph “Val” Valfre

Others: None.

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF July 11, 2018:

MOTION: Valyrie moved, seconded by Kathleen, to approve the July 11, 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 Foundation Board meeting to be held Mon Aug 20.

b) Plans are being finalized for the Memorial Garden - to be located on the south side of the library. Foundation Board will present to City Council Sept 10, 2018. Contractor is finalizing designs. Contract to be written. Plan and budget to be decided. Some existing concrete to be removed. “Beautify phase” to be done first. “Memorial Garden phase” (not all details are decided) will come second. Possible wall mural to come in a later phase. The work outside is scheduled to begin in September 2018.

c) The upcoming annual “Friends and Family Night” fundraising dinner event for the Foundation is scheduled at McMenamins Grand Lodge for Wed Sep 12, 2018. The Foundation will receive half the proceeds from outdoor dining at the Grand Lodge

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from 5:00pm to closing that night. Hoping for nice weather.

d) 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.

b) The Fall 2018 Used Book Sale will be held the week starting with Mon Oct 22, 2018. The usual volunteer help is requested.

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) The Forest Grove City Council will have one meeting in both July and August.

b) Proposals for affordable housing and higher-density housing were considered.

c) Review of appointment methods to (and everything else about) the City's Board and Commissions is beginning, work to be done by a subcommittee of the City Council. Of special interest to Library Commission: Will create a path toward standardized bylaws for the B's & C's and may standardize all B & C membership terms at 4 years. Library Commission terms are currently only 2 years in length.

d) The above-mentioned B & C review will also consider creation of a Youth Advisory Commission. Some other Washington County cities have one. (Forest Grove allows a student position on many B's & C's currently, including the Library Commission).

e) One student has applied for the student position on either the Library Commission or the Parks Commission.

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

a) **Facility notes:** The two tall window structures that leak during heavy rains on the south side of the library (by the computers) are in the process of being fixed. Rather, the metal flashing around the two big window structures has caused the leaks and needs to be repaired before the windows can be put back in place. The building will be repainted both before and after all the window & flashing fixes are completed, with the paint color options still being considered.

b) Our next three Library Commission meetings (usually held on 2nd Tuesday nights in the Rogers Room) have conflicts with scheduled library Cultural Programs. So, our Library Commission meeting dates will have to be changed. Wed Sept 19 and Wed Oct 17 are chosen provisionally.

c) Teen Librarian Amy G. has left her position at the library. Held a going-away party for her.

d) Colleen re-thinking **Library Staff tasks & responsibilities**. What does each

person do? What needs to get done? An alternative personnel plan is coming. Colleen will discuss this with the City Manager next week.

e) The library participated in Forest Grove's **National Night Out** event. Jessica F. Robert G., and Amy G. staffed a booth and signed up 54 people for the Summer Reading Program and mentioned upcoming library programs as well.

f) The **Reptile Man** program attracted 180 children and 82 grownup attendees over two events on the same day and evening, at the library.

g) Sat Nov 3, 2018 added event "**Repair Fair**" from 1 to 4pm.

h) Mon Sep 24, 2018 workshop 6 to 7:30pm regarding wills, trusts, etc.

i) Colleen will participate in a **City Department Director retreat**. Priorities for the library department include: Survey, Strategic Plan, Staffing, Summer Reading Stats, and use of space inside the library.

j) Summer Reading Program for 2018 is nearing its end. 1224 children and teens have signed up, a 16% increase from last year. Have also been 283 adult signups, a 31% increase. 1,636 free books have been given out so far. The Book Bucks feature (earning extra free books) has also worked well.

k) Sep 6, 2018 evening event is the Adult Reading end-of-summer party.

l) Sep 6, 2018 event "Give Voice to the Reader" where an author will reading of her work and attendees are invited to share anything they love about reading.

m) Tues Sep 11, 2018 6:30pm Cultural Program "Lightning in a Saddle: the incredible Evelyn Hamilton Story"

n) Sat Sep 15, 2018 10:30am – Time Out For TED Talks – topic: "How a handful of tech companies control billions of minds everyday".

6. DISCUSSION OF ITEMS:

b) "Survey in 2018": Colleen said that the paper portion of the survey will be included in a near-future utility bill, perhaps online via some facility like "Survey Monkey", and maybe even be available in-person at the library. In-person interviews are considered better. Expecting wordy answers and hoping for thoughtful answers too. Would like entire gathering of survey answers to be completed by the end of Oct 2018, so the information is desired soon!

Colleen discussed the "Library Listening Tour" portion of the survey, presented to the Library Commission at our previous meeting by Jim J. Questions mentioned were: Which venues/businesses to contact, want a list of 15. Who to contact at each? Each venue will be different. Need a table or booth & permission & help from that venue. The "surveyors" would be at the venue for say 2 hours. Will the venue be willing to promote this event? Ask venue about best times and days for the survey event. Tell them what we want and need. Avoid causing problems at businesses. Do we buy items/food for those we would talk to? Agree with venues as to time/date, publicity via various means to be decided. Considered venues included: BJ's, Wed Farmers Market, CPO meeting, Urban Decanter, Safeway, other coffee places, Maggie's, the new frozen yogurt place by Ace Hardware, etc.

We need a script (of questions) for callers on businesses/venues, as well as a script of questions for those we want to ask potential library patrons, etc. (The paper survey could be available as a conversation starter.)

Need volunteers and/or help from Library Commission, the Friends, etc. to help with questions at events and venues, to be there and to 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”. 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?

Colleen has a draft in progress of the document to be sent eventually to stakeholder participants (via e-mail), gave the draft to the Library Commission tonight or by e-mail very soon for our comments. Colleen has the list of participants (from three years ago) and e-mail addresses.

c) As mentioned before, **WCCLS** is going ahead with purchase and use of the “**Discovery Layer**” enhanced search facility. This will be useful to library patrons but will involve lots of work and training for library staff to make it useful. The Multnomah County library web site may show this type of enhanced search results.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Wed Sep 19, 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