

Library Commission approved minutes as amended on Nov 5, 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 Sep 19, 2018.

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

Members Absent: Valyrie Ingram;

Staff: Colleen Winters, Library Director

Council Liaison: Adolph “Val” Valfre

Others: Mathew Hampton, student.

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Aug 14, 2018:

MOTION: Elizabeth moved, seconded by Nickie, to approve the August 14, 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) The Foundation Board met last Monday.

b) The annual “Friends and Family Night” fundraising dinner event for the Foundation scheduled at McMenamins Grand Lodge for Wed Sep 12, 2018 was successful, despite the rain (dining was inside the Grand Lodge only). The Foundation received half the proceeds (\$2300) from dining at the Grand Lodge from 5:00pm to closing that night. The average for the same event over the last 12 years has been about \$2100. McMenamin’s has made the comment that they like the “Friends and Family Night” event, because the turnout for dinner is high on a usually quiet night.

c) Plans are being finalized for the Memorial Garden - to be located on the south side of the library. Mike Moore of the Foundation Board presented an overview of

the project to the City Council on Sept 10, 2018.

Project goals for this Fall: (1) get irrigation working, (2) removal of concrete, from several areas, (3) preparation for planting, with the planting to be done next Spring. Design of the “Ginzburg Memorial” to be decided later. Looked at plans and plants, also shown to the City Council.

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 Fall 2018 Used Book Sale will be held the entire 6-day week starting with Mon Oct 22, 2018. The usual volunteer help is requested. Set up for the Fall Used Book Sale will start Thurs Oct 18.

b) 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) Sidewalk Art event – was impressive event last Saturday.

b) Corn Roast also successful last Saturday – raised \$10,000 for Chamber of Commerce.

c) At City Council meeting Sept 10, the Foundation’s presentation on the “Memorial Garden” (south side of library) was well-received

d) Presentation on “Town Center” idea. Walkability, when to close streets.

e) Proposals for affordable housing and higher-density housing were considered. Two proposed ordinances considered.

f) Consideration of ADA changes that could be made to curbs and crosswalks.

g) Review of appointment methods to (and everything else about) the City’s Board and Commissions is progressing, work being 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 in length. Library Commission member terms are currently only 2 years in length.

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

a) Facility notes: The library building is being repainted the same yellow color as before, but with a different color trim. Both large window structures on the south side of the building by the personal computers are out in preparation for repairs. The flashing around the windows caused the leaks. Repairs to the flashing will be made first, followed by repairs to the walls, then the window structures will be put back in. Any remaining painting of the outside of the library can then be finished. The end of

the repairs is in sight. Several contractors are involved in the repair process.

b) The Summer Reading program had: 935 Kids, 327 Teens, and 276 Adult participants. Total free books given out (for “sign up” and for “completion” of reading goals) were: 671 for 0-6 year-olds, 1027 for 7-12 year-olds, and 263 for 13-18 year-olds.

c) The Friends paid for the free books given away as part of the Summer Reading program. The free books went over very well with Summer Reading participants. The free book feature would cost thousands of dollars if retained for next year’s Summer Reading Program (as the old inventory of free books has been used up). The Library may need to look for another source to buy these books, as the Friends budget was noticeably increased to provide the free books. This funding issue will have to be resolved somehow.

d) Recruiting for Amy G’s Adult Services position has begun. She focused on Teens and Tweens Outreach.

e) Colleen has rethought how to fill the Latino Outreach position, and several personnel changes have been made as a result. Adriana V. and Robert G. will each be doing Latino Outreach 4 hrs per week on Thursdays (a promotion for both). They are both already on the library staff, currently 25 hrs per week at the Circulation Desk. Also, Jessica F. (Library Associate and Volunteer Coordinator) will spend fewer hours at the Circulation Desk and spend more time at Desk coverage. This will free up other library staff to do more Outreach. Jim J. will become a full-time library employee.

f) A series of PBS programs called “The Great American Read” is currently being shown. Urged to vote for your favorite book(s).

g) Circulation numbers for the Forest Grove City Library are up over the last year, while the overall County circulation numbers are down or flat.

h) Lisa Tattersall has become the new permanent manager of WCCLS and may come to Forest Grove to visit with the City Council and the Library Commission at future meetings.

i) The WCCLS building that holds the new (AMH - automated materials-handling) sorting machines was dedicated recently.

j) The City Council subcommittee reviewing everything about the City Boards and Commissions will almost surely have several effects on the Library Commission. The format of the minutes document, and the contents of a bylaws document for the Library Commission are just two examples.

6. DISCUSSION OF ITEMS:

a) “Survey in 2018”: Colleen said that the paper portion of the survey for 2018 has been included in the Sept utility bill, and that 20 to 25 surveys have been returned so far. On the utility bill insert, an alternative online “Survey Monkey” version of the survey was mentioned. A possible in-house version of the survey could be scheduled in October, depending on the number of answers received by the earlier-

mentioned methods. An e-mail to Forest Grove City Library patrons will be sent out urging participation in answering the survey by any available means.

b) “Listening Tour in 2018”: Colleen mentioned that library staff are pressing ahead on (preparing and arranging for) the Listening Tour. In-person interviews are considered better for the Listening Tour. 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!

Library staff will arrange for at least 6 Listening Tour venues, including a date and time for each event. Jim J. will be calling the venues. At the venue, need a table with chairs. Need 2 (or more) of us there – one interviewer and one note-taker. Library staff and the venue will decide a good date and time for our visit. Library staff will make signs that can be used at the venue. Staff will also volunteer to be at venues, if needed. Hoping to be done with the Listening Tour by the end of Oct. The note-taker should just record the comments made, as faithfully as possible. Jim J. will send e-mails to the Library Commission and other possible participants, to help with scheduling and giving instruction for those who will be part of the Listening Tour.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held in November 2018 at a date TBD, in the Rogers Room at the library. No meeting will be held in October 2018.

8. ADJOURNMENT:

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary