

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

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Monday Nov 5, 2018.

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

Members Absent: Kathleen Poulsen, Vice-Chair;

Staff: Colleen Winters, Library Director

Council Liaison: Adolph “Val” Valfre

Others: None.

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Sep 19, 2018:

MOTION: Valyrie moved, seconded by Nickie, to approve the September 19, 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) Work has begun on the Memorial Garden site, located on the south side of the library. The old shrubbery (but not the three trees) has been removed. The irrigation system work is done. Concrete cutting will start tomorrow (Nov 6) and be completed as early as 9am to minimize disruption to library patrons. The broken concrete pieces will be removed the next day. The last phase of work to be completed in 2018 will be the Park Dept covering up the ground for winter with sawdust or fill dirt for winter.

b) The Foundation Board will continue planning for 2019 Memorial Garden work during the winter, including the plants to be installed, the design of the Dick Ginsburg Memorial portion, and a possible mural on an outside wall.

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 Fall 2018 Used Book Sale was held the week of Mon Oct 22, 2018 in the library's Rogers Room. \$5200 was raised for the Friends from the sale, considered an average result. Payment to be received TBD from the company that takes leftover books. Mike Smith and Katie Allnut did most of the organizing work before, during, and after the sale. Setup for the used book sale is now so well-organized that it takes only two days (instead of 4 days), allowing 2 extra days of Rogers Room availability for other purposes.
- 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) 2018 Watershed timber harvest. Fund to possibly buy (or trade) watershed area(s).
- b) Three Light and Power substations have finished upgrades, now expecting fewer service interruptions.
- c) Winter homeless shelter schedule. UCC church in Forest Grove retained as a homeless shelter, but a church in Cornelius will fill the role previously filled by Sunrise Church in Forest Grove, as it has moved (and been renamed) to a different location in Forest Grove.
- d) The 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. All B & C members will be invited to a Nov 19th presentation to tell all of us of many of the ideas of this progress at the same time. For example: there would only be two officer positions (no secretary), 4-year terms, 9 members max, min of 4 meetings per year, renewing members need to be re-interviewed, 3 absences max per year, and that changes could be phased in over 2019. Jon asked about how meeting notes will be taken, and minutes produced. Pamela suggested that flexibility is desirable in the changes to be made to B's & C's.

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

- a) "Repair Fair" event was held the previous Saturday at the library. 9 volunteers with various specialties, who like to fix things, were present. They brought tools, spare parts, and skills. 22 people brought 30 items to be fixed. Considering if this should be an annual event.
- b) Recruiting for Amy G's Adult Services position (also Teens & Tweens) is continuing. Colleen will interview four applicants by phone.
- c) Colleen previously told the Library Commission of the changes made to fill the

Latino Outreach position, and the changes have been positive. Plans are being made to rearrange the Spanish Language area of the library, and its collection. A more detailed report will be given to the Library Commission, at a later time. Adriana V. has just restarted a Bilingual Family story time, after a 2-year absence. All the attendees had a good time.

d) WCCLS has made contracts with multiple storytellers and has chosen to hold an all-Spanish language story time once a month. The goal is to get more people to come to the library. The event locations could change.

e) Lisa Tattersall, the new permanent manager of WCCLS presented to the Forest Grove City Council on Oct 8, 2018. A good presentation, which included future plans for WCCLS. The promised new interface for the WCCLS catalog will be available Nov 14, 2018. Colleen recommended trying it.

f) The WCCLS Policy Group recently met with Clackamas County's several city library directors. They are considering setting up a "County Service District" for their libraries. Used to be a cooperative, like in Washington County. Low money available to make changes, but they did just complete RFID project.

g) "Wassail Party" event scheduled at the library Sat Dec 1, 2018 – same day as "Holiday in the Grove". Great holiday tradition at the library. From 1-4 PM a string quartet will play holiday music. "Wassail" – hot spiced apple cider & cookies will be served, as usual. More like an Open House.

h) Cultural Series event – the "Oregon Trail Trio" will play Tues Nov 13, 2018 in the Rogers Room at 6:30pm.

i) Cultural Series Event – "USS Battleship Oregon" event scheduled for Dec 4, 2018 at 6:30PM in the Rogers Room.

j) "Time Out For TED Talks" continues Sat Nov 17, 2018 at 10:30am.

6. DISCUSSION OF ITEMS:

a) "Survey in 2018": Colleen said that the survey period is nearly completed, and that 525 total responses have been received. Most of the responses were via "online" method(s), with 70 responses received via the paper survey for the utility bill insert. Next phase of effort will be to process or analyze the responses.

Colleen mentioned that she was very proud of the effort put in to the Survey and the Listening Tour (see next). The library staff (especially Bob and Jim) have done a great job. At our next Library Commission meeting (in Dec) Colleen expects to bring ideas from library staff about the next steps for the Survey and Listening Tour efforts.

b) "Listening Tour in 2018": Colleen mentioned that library staff are pressing ahead on the Listening Tour. In-person interviews are considered better for the Listening Tour. Expecting wordy answers and hoping for thoughtful answers too. Would expect the gathering of Listening Tour answers to be completed by the end of Nov 2018, so the information is desired and expected soon!

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At this point several of the Listening Tour events have been held, for example, at: Safeway, the Pink Spoon, and at Urban Decanter. Some good ideas have been obtained now and all comments have been recorded for later analysis.

Some future Listening Tour events will be held at: the Senior Center, and BJ's Coffee. Further Listening Tour events could still be scheduled.

c) Planned Communication of results of Survey and Listening Tour. After the first of the year, will have some results of analysis (expecting that there will be good ideas) and will decide how to best communicate them. Colleen said there are 7 known sources of information that people hear about library events. The local newspaper and NextDoor were sources mentioned for getting out the results.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tuesday December 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