

Library Commission approved minutes as presented on date June 11, 2019

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday May 14, 2019.

Members Present: Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Jon Youngberg; Kirsten Beier; Valyrie Ingram;

Members Absent: Nickie Augustine (excused); Elizabeth Beechwood (excused); Matthew Hampton, Student (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Adolph “Val” Valfre

Others: None.

2. ADDITIONS/DELETIONS: Jon asked for a review of the effects of the recently passed changes to B’s & C’s on the Library Commission.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Apr 9, 2019:

MOTION: Valyrie moved, seconded by Kirsten, to approve the Apr 9, 2019 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 continued to consider the **Memorial Garden Project** and the **Ginsburg Memorial**. Eric Canon has been hired to design and make archway entrance (arbor) to the Memorial Garden, including two benches. Has drawing – site, benches, pathway. Now can work with Parks Dept. Decisions to be made on the placement of the two existing healthy trees.

b) See the Library Foundation of Forest Grove’s web site at: www.fglf.org.

5b. FRIENDS REPORT: Colleen Winters shared comments about the activities of the Friends of the Forest Grove Library:

- a) **Friends Annual Meeting** was held recently. Year's achievements discussed. Officers elected. Marsha Robertson was chosen to be a new board member.
- b) The **Spring 2019 Used Book Sale** was held April 15 – 20, 2019. The \$7255 sales result is considered to be very healthy, if not a record.
- c) **Summer Reading program** to begin very soon. The Friends will pay 100% of library expenses for the Summer Reading Program.
- d) At a recent Friends Board meeting, looked for additional useful ways to spend money at the library (\$14,000 spent last year). Two new items chosen are:
 - 1. **Book Club Kits**. Multiple copies of a book, and a Reader's Guide, all in a white plastic box. The Friends Board has approved purchase of 6 book club kits. Will get those that are not already available at any WCCLS libraries.
 - 2. **"Binge Boxes"**. Themed box of movies. 3 or 4 other WCCLS libraries have them now. Ten "binge boxes" to be purchased at first. Come in a container. No more than 6 "related" movies in a "binge box". Start with "binge boxes" for grown-ups. Will see later if it is desirable to purchase kid-oriented "binge boxes".
- e) 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) Severe rent burden committee meeting was held tonight. Housing needs for community studied. Presentation on Metro bond that passed last year (low income housing). Hoping for Forest Grove to receive some of that.
- b) B's & C's review process was completed, and proposal was passed.
- c) Utility increases going into effect soon. Electricity by 4.6%, water by < 2.5%.
- d) Two budget meetings held, more to be held by end of June.
- e) Washington County Fire departments. Efforts being made to get them to work together more.
- f) Need for new Forest Grove Police Station – education starting – in the next utility bill insert. Will invite city residents to June 22 tours of the current Police Department building.

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

- a) **Summer Reading program**. Starts June 1 and continues through the end of August. Programs and events for all ages. Expecting close to 2,000 readers again.
- b) **Oregon author Willy Vlautin** – a number of copies of two of his books will be made available for the Summer Reading program. Book discussion groups from July thru Sept on these novels, and hope to create a discovery experience for patrons unfamiliar with Vlautin.
- c) Ariel Yang will be leaving library staff adult reference position June 7, 2019 (Fri). Recruitment options to be decided.

Forest Grove Library Commission
Meeting Date – 6:30PM Tues May 14, 2019
Rogers Conference Room
Page 3

- d)** The library's Teen Library Council hosted the "May the 4th Be With You" party in honor of Star Wars Day on Sat May 4. 120 attendees, many children in costumes. Were able to make light sabers, fight bubbles, and complete Jedi Training (obstacle course). Also visited by members of "Star Wars Oregon". Entire program designed and executed by Teen Library Council (eight teens, ages 13 to 18).
- e)** Nathan and Adriana completed outreach events at two Oregon Child Development Coalition (OCDC) locations. Over 240 bilingual Library Welcome bags were delivered to Head Start families. Bags contained a book, and early literacy and library information.
- f)** Second "Repair Fair in the Grove" event to occur Sat May 18 from 2 to 5PM. Can sign up to bring in items that need fixing – including jewelry, appliances, bicycles.

6. DISCUSSION OF ITEMS:

a) 2019 Library Commission goals. Second draft of document (from our Retreat) examined. One small further change was made. **MOTION:** Valyrie moved, seconded by Kathleen, to approve the 2019 Library Commission Goals, as amended. **MOTION CARRIED** by all.

b) Changes made to City Boards and Commissions. Colleen mentioned the most important effects on the Library Commission:

1. Library Commission members will (eventually) serve four-year terms, after a transition period or process changing from our current two-year terms. The Library Commission had asked for this!
2. Will be a 48-consecutive-month term limit for officers (Chair and Vice-Chair) serving a board or commission.
3. Will be a new Bylaws template. So, each board and commission will be expected to review and possibly update its Bylaws document.
4. There will no longer be a Secretary officer for a board or commission.
5. Regarding meeting minutes – there may be a template for minutes documents. A volunteer can be chosen to take meeting notes and produce minutes. But Colleen will need to see, check, and approve the minutes.

c) 110th Anniversary of the founding of the Forest Grove City Library in 2019. Colleen wants to hold a month-long birthday party for our library in October 2019. The Friends have offered to pay expenses.

First week: Local Oregon author Willy Vlautin will appear at a reception and author event Thurs Oct 3, 2019. An invitation-only reception?

Second week: Memorial Garden and Ginsburg Memorial dedication

Third week: Fall Used Book Sale – Oct 21 thru Oct 26, 2019.

Fourth week: Community Party with various events planned. Community can participate during the party: contests, events, activities, etc., planned by staff.

Colleen wants the Library Commission to do something – a day publicized – get a treat or a gift like a fancy bookmark. Colleen wants the Library Commission to start thinking about this.

d) Reservation Guidelines for Study – Meeting Spaces. This was the result of a library staff “in-service day” break-out session. A one-page guidelines document was reviewed by the Library Commission. The commission was in favor of the plan. As it was not a change in policy, but a new guidelines document, no vote was taken.

Questions: Increase of staff time needed to implement the guidelines? (yes).
Able to have standing weekly or daily room reservations? (not sure). How will staff get someone to leave when their time is up? (notify, not require).

Colleen mentioned that the current honor system has been in place for 12 years, and that library patrons have been nice about this until recently, when there has been increased demand for meeting rooms. Not comfortable allowing the Stewart History Room as a study room. Rolling these guidelines out as a trial program over several months. Pilot program to be run over a 6-month period. Can adjust the guidelines later.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tuesday June 11, 2019 at 6:30PM, in the Library’s Rogers Room.

8. ADJOURNMENT:

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

Minutes respectfully submitted by:

Colleen Winters, Library Director
Jon Youngberg, minute-taker