

***Library Commission approved minutes as amended on Jan 14, 2020.***

**1. CALLED TO ORDER AND ROLL CALL:**

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday December 17, 2019.

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

**Members Absent:** Kathleen Poulsen, Vice-Chair (excused);

**Staff:** Colleen Winters, Library Director

**Council Liaison:** Adolph “Val” Valfre

**Others:** Morgan Knapp

**2. ADDITIONS/DELETIONS to Agenda: None.**

**3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Nov 19, 2019:**

**MOTION:** Elizabeth moved, seconded by Valyrie, to approve the Nov 19, 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 and Friends boards together received thanks and a plaque from the City Council for the Ginsburg Memorial Garden. The plaque they received will be installed on the south wall of the library by the PC area, looking out the windows toward the garden. Neil Poulsen’s picture of the garden was added to the plaque just in time.

**b)** Starting early next year, the Foundation board wants to begin work on a big comprehensive plan for library floor space allocation plan, with library staff.

**c)** See the Library Foundation of Forest Grove’s web site at: [www.fglf.org](http://www.fglf.org).

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

- a) The Friends Board cancelled their December board meeting.
- b) The Friends web site is at: [fglibraryfriends.org](http://fglibraryfriends.org).

**5c. COUNCIL LIAISON REPORT:** Adolph “Val” Valfre shared comments about the recent activities of the Forest Grove City Council:

- a) Busy holiday time around city. Tree lighting ceremony.
- b) B/C member renewals and interviews starting.
- c) New City Councilor, Mariana Valenzuela, chosen. She will be sworn in at the City Council meeting of Jan 13, 2020.
- d) Planning requests for state legislature.
- e) Attended nice holiday party at library last week,
- f) Intersection at 21<sup>st</sup> & Main – work and various safety and access improvements.
- g) Bond for Forest Grove new Police Department building considered, when to put on the ballot?

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

- a) Staffing changes at the library. Adriana is the new volunteer coordinator. Having to make adjustments for childbirth leaves over next few months. Interviewing for one or two more on-call positions (have one now). All five applicants are already in on-call positions at other libraries.
- b) “Move! Dance! Play!” weekly program started by Nathan has been very popular. Friends paid for some new equipment. Last week 120 people attended (55 kids, 65 caregivers) instead of the normal total of 40. This was not a problem. Held at 10:15AM on Wednesday mornings.
- c) Two “Escape Room” events are scheduled soon.
- d) Memory Café event also scheduled soon. Attendees just come and talk. Pacific Univ. is involved with these events. Some experts will attend. Last Tues of month.
- e) WCCLS has a variety of things in the works. Main item is next 5-year levy vote to be held in May 2020. Polling for levy is very positive.

**6. DISCUSSION OF ITEMS:**

- a) **Library Space Planning.** Colleen and some library staff attended workshop. Idea is how to reuse current areas of the library. No new building, etc. Learned specific steps to consider. Library staff will work on this. Will bring to Library Commission in 2020. We will hear much more about this in 2020.

Possible reconfiguring existing spaces, such as:

- \* Young adult area
- \* Area in front of fireplace

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- \* The personal computer area
- \* 4-chair tables around the library. Usually not all four chairs are in-use.
- \* Item shelving. Possible down-sizing of collection.
- \* Possible coffee service area. Self-serve, honor coffee bar?
- \* Access – how to get to where you want in the library? Consider again whether the back door could be open during regular hours.

**b) Policy Reviews.** What's next with this effort, in 2020? Goal is to review all (eight) library policies in 2020, say one policy per month. Start in January. The City Council must approve any changes made to library policies.

**c) Bylaws Review.** The Library Commission reviewed the B/C Bylaws template (5 pages) and suggested changes to be made to it for it to become the Library Commission's Bylaws. Colleen will request a machine-readable file, and Pamela will edit it. Planning to approve the Bylaws document at our Jan 2020 Library Commission meeting, so that it can be presented and approved at a City Council meeting also in Jan 2020.

**d) City Council presentation.** Think about a Library Commission presentation to the City Council in 2020, at our Jan 2020 meeting.

**e) Strategic Plan Updates.** Library staff members will come to present to the Library Commission in 2020, on proposed updates to the four main pieces of the library's existing Strategic Plan. Will talk about details, accomplishments, future goals, etc. Listening Tour ideas are also considered part of this update to the Strategic Plan.

**7. ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Tuesday January 14, 2020 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, secretary