

***Library Commission approved minutes as amended on February 12, 2020.***

- 1) **CALL TO ORDER AND ROLL CALL:** Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday, January 17, 2020.

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

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

**Staff:** Colleen Winters, Library Director

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

**Others:** Jon Youngberg; Morgan Knapp

- 2) **ADDITIONS/DELETIONS to Agenda:** Added: Review Meeting Schedule

- 3) **APPROVE LIBRARY COMMISSION MEETING MINUTES OF DEC. 17, 2019:**

**MOTION:** Valyrie Ingram moved, seconded by Nickie Augustine, to approve the December 17, 2019 minutes as amended. **MOTION CARRIED** by all.

- 4) **CITIZEN COMMUNICATIONS:** None

- 5) **ELECTION OF OFFICERS:**

**MOTION:** Valyrie Ingram moved, seconded by Kirsten Beier, to elect the officers for 2020 as Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Elizabeth Beechwood, Secretary. **MOTION CARRIED** by all.

- 6) **INFORMATIONAL ITEMS:**

a) **FOUNDATION REPORT:** Colleen Winters shared comments about the activities of the Library Foundation of Forest Grove:

1. There was no Foundation meeting January – no news to report

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

1. Friends held their annual goal-setting retreat—Strategic Plan and raising funds are top priorities. They will continue to support the library's Cultural Education, recruit/retain Board volunteers, and enhance the presence of the Library in the community with social media.
2. Friends semi-annual newsletter proposed to include Foundation & Library news. Colleen will work w/staff on how to centralize information.
3. Estate of Harold Hodge donated 50 boxes of books so far with more to come for the fall book sale

**c) COUNCIL LIAISON REPORT:** Adolph "Val" Valfre shared comments about the recent activities of the Forest Grove City Council:

1. New City Councilor, Mariana Valenzuela, was sworn in Jan 13th.
2. New police station packages are available online at the city website.
3. There was consensus to create a new fire district in Forest Grove.
4. Attended People for Libraries on January 11<sup>th</sup> – Committee is supportive
5. January 25<sup>th</sup> – All Town Meeting 9am in the Community Auditorium

**d) LIBRARY DIRECTOR'S REPORT:** Colleen Winters reported these items:

1. On-call staff was hired: Lilly Hawley
2. Space planning continues
3. Presidents Day, February 17<sup>th</sup>, will be an In-service Day for staff
4. Census Taker Recruitment – public libraries in Oregon have been instructed to provide space for recruiting. Jim Jatkevicius and Bob Abbey will attend training and find out expectations.
5. WCCLS Committees – Colleen and Robyn will assist in evaluating committee structure
6. Cultural Series: Jan. 21<sup>st</sup> – Slow Rise Bakery, (4) Memory Cafes will be offered with Washington County's DAVs supporting.

## **7) SCHEDULE CITY COUNCIL PRESENTATION:**

It was discussed and decided that Pamela Bailey, Chair, will present 2019 library highlights to the City Council on either April 13<sup>th</sup> or 27<sup>th</sup>.

## **8) APPROVAL OF BYLAWS**

Valyrie Ingram moved, seconded by Elizabeth Beechwood, to approve the Library Commission Bylaws as amended. **MOTION CARRIED** by all.

**9) REVIEW MEETING SCHEDULE**

Monthly Library Commission Meetings will be held on the 2<sup>nd</sup> Wednesday of each month, beginning February 2020, at 6:30pm, in the Rogers Room.

**10) POLICY REVIEW PLAN**

Commission will review one policy each month during regular meetings. Colleen will email policy to commissioners and commissioners will review and be ready to discuss at the next meeting. Materials Selection will be reviewed at February meeting. Pamela Bailey, Chair, suggests that after this review, policies be reviewed every 5 years, unless necessary.

**11) LIBRARY MEMORIALS**

The Library does not have a policy regarding memorials. Commission, Foundation, and Friends will have separate conversations regarding this and all three groups will come together to establish a policy at a later time.

**12) ANNOUNCEMENT OF NEXT MEETING**

The next Library Commission meeting will be held on Wednesday, February 12<sup>th</sup> at 6:30 PM in the library's Rogers Room.

**13) ADJOURNMENT**

Hearing no further business, Chair Bailey adjourned the meeting at 8:15 PM.

Minutes respectfully submitted by:

Colleen Winters, Library Director  
Elizabeth Beechwood, Secretary