

Library Commission approved minutes as presented on September 2, 2020.

- 1) **CALL TO ORDER AND ROLL CALL:** Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Wednesday, February 12, 2020.

Members Present: Pamela Bailey, Chair; Kathleen Poulsen, Vice Chair; Elizabeth Beechwood; Kirsten Beier; Valyrie Ingram; Morgan Knapp

Members Absent: Nicki Augustine (excused)

Staff: Colleen Winters, Library Director

Council Liaison: Adolph “Val” Valfre (excused)

Others: none

- 2) **ADDITIONS/DELETIONS to Agenda:** Added: Annual “Retreat”;
Library Appreciation in April

- 3) **APPROVE LIBRARY COMMISSION MEETING MINUTES OF JAN. 17, 2020:**

MOTION: Kathleen moved, seconded by Nickie Augustine, to approve the January 17, 2020 minutes as amended. **MOTION CARRIED** by all.

- 4) **CITIZEN COMMUNICATIONS:** None

- 5) **MEETING DATE CHANGE:** Commission Meetings are tentatively changed to the 3rd Wednesday of each month. Commission will confer with Councilor Valfrie before making this a permanent change.

- 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
2. February 17th is the 1st meeting of the year
3. October is the 20th anniversary of the Library Foundation

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

1. Friends are reviewing their Strategic Plan – they will update and re- evaluate in 6 months
2. Planning for the Spring Book Sale (April 13-18th) is underway – Forest Grove Light & Power will store extra books from the Harold Hodge estate donation
3. Online book sales continue to be remarkable
4. Colleen will invite Mike Smith to talk with the Library Commission about their Strategic Plan

c) COUNCIL LIAISON REPORT: Adolph “Val” Valfre was absent, so Colleen Winters shared comments about the recent activities of the Forest Grove City Council:

1. Annual B/C Recognition Reception will be on February 13th
2. Council “Retreat” will be on February 15th

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

1. Recruitment has begun for a part-time Library Assistant, specializing in cataloging
2. Future programming includes: Author’s Fair (3/14) and Poet Laureate, Kim Stafford (4/21)
3. Everybody Reads will feature Jane Kirkpatrick in September 2020
4. January Programs drew 678 people for children’s programs, 171 for teen programs, and 115 for adult programs.
5. In February, the Library will host a Medicare Program and “Dangerous Subjects: James D. Saules and the Rise of Black Exclusion in Oregon”. Two escape rooms have been planned and are full.

e) WCCLS REPORT: Colleen Winters reported these items:

1. The renewal of the WCCLS Operating Levy is coming up in 2020 – info will be available in the library any day now.
2. Forest Grove Library will be requesting a Motion of Support to the levy from Mayor Truax. REMINDER: City Commissioners cannot advocate for a levy when being a commissioner but they can when they are on their personal time.

7) SCHEDULE CITY COUNCIL PRESENTATION:

Pamela Bailey, Chair, will present 2019 library highlights to the City Council on April 13th

1) POLICY REVIEW PLAN

Colleen handed out copies of the Materials Selection as edited by Library Staff. The Commission reviewed and gave recommendations. The Rooms Policy will be reviewed in March.

2) LIBRARY SPACE PLANNING

February 17th will be the library's annual in-service day and space planning will be the main topic. Some areas to be included are: Young Adult, fireplace area, desk coverage, public access computers, new books/holds shelves.

The back door will be opened. Colleen will update the Commission at the March meeting. Completion of the space planning is expected to be the end of 2020 with implementation in January 2021.

3) ANNOUNCEMENT OF NEXT MEETING

The next Library Commission meeting will be the annual "retreat" and potluck, to be held on Wednesday, March 18th, at 6:00 PM in the library's Rogers Room.

4) GATHERING OF THE GROUPS AND LIBRARY APPRECIATION IN APRIL

Discussion will be postponed until March meeting.

5) 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