

<i>Library Commission approved minutes as presented on Jan 15, 2019.</i>
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1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday Dec 11, 2018.

Members Present: Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Jon Youngberg, Secretary; Elizabeth Beechwood; Kirsten Beier; Valyrie Ingram; Matthew Hampton, Student;

Members Absent: Nickie Augustine (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Adolph “Val” Valfre

Others: None.

- 2. ADDITIONS/DELETIONS:** (1) Welcome to our new Student Member: Matthew Hampton.
(2) Kathleen had an early idea for Staff Appreciation in 2019.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Nov 5, 2018:

MOTION: Valyrie moved, seconded by Matthew, to approve the November 5, 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) No report this month.
- 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) No report this month.
- 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) Partnering with City of Cornelius to inform residents of both cities about upcoming Census in 2020, and how important it is to get as much participation as possible.
- b) Approved Fire Department Labor agreement.
- c) Forest Grove has the highest percentage of residents who pay more than 30% of their income in rent in Washington County – more than 50% of those who rent (40% of residents rent).
- d) Statewide housing plan described.

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

- a) Recruiting for Amy G’s Adult Services position (also Teens & Tweens) has been completed. Jillian C. from Arizona has been hired and will start in Jan 2019.
- b) January program “Celebrate Diversity” will be held Jan 26, 2019 from 1-3PM instead of the Star Wars big event.
- c) Lots of work continuing in the Spanish Language area of the library.
- d) “Time Out for TED Talks” continued Sat Nov 17, 2018 at 10:30am. Next “Time Out for TED Talks” program will be Sat Dec 15, 2018 at 10:30am. This program series has probably ended.
- e) Planned new 2019 programs and events:
 - 1. “Generous Listener” series
 - 2. Adults Escape Room event
 - 3. Job Search Classes - Applications, cover letters, resumes, etc.
 - 4. Spring Break STEM program, with some STEM activities every day.
 - 5. New children’s book group.
 - 6. An indoor playground (in the Roger’s Room) for children. Mondays in February.
 - 7. “Library Island” with Dr. Matt Finch – how we relate to each other.
- f) “Wassail Party” event held at the library Sat Dec 1, 2018 and went over well – same day as “Holiday in the Grove”. Great holiday tradition at the library. From 1-4 PM a string quartet played holiday music. “Wassail” – hot spiced apple cider served. Along with decorated cookies. Was like a Library Open House.
- g) Cultural Series Event – “USS Battleship Oregon” event held Dec 4, 2018 at 6:30PM in the Rogers Room.

6. DISCUSSION OF ITEMS:

- a) **“Survey in 2018”:** Colleen said that the survey period has been completed, and that over 500 total responses have been received.
- b) **“Listening Tour in 2018”:** Colleen mentioned that library staff have completed

the Listening Tour events for 2018. In the last month (the second month of this effort), Listening Tour events were held at: Goodwill, the Senior Center, Ridgewalker Brewing, and BJ's Coffee.

Further Listening Tour events could still be scheduled in 2019. Thank you notes will be sent to the businesses that hosted Listening Tour events.

c) Planned Communication of results of Survey and Listening Tour. Colleen showed the Library Commission a very large packet of received comments, available for Library Commission members to borrow. Hoping to communicate quick results and highlights to lots of people. Library Staff members (as part of early processing of all the comments) are deciding on some "themes" for the many of the comments. The early themes detected are:

(1) **Signage.** Ideas: open/close neon sign, reader board, sandwich board, and better signage inside the library.

(2) **Better Promotion** of programs & library services. Idea: Videos to discuss library services.

(3) **More programs.** Such as Cultural Series, book groups, reading promotion for children, etc.

(4) **More library open hours.** Sunday afternoon library open hours were requested again. Some were from Wi-Fi users. Experience says that if there are no library programs on Sunday that few people would come on Sunday.

(5) **More parking.** Currently the library's parking lot gets full during popular programs and events.

(6) **Customer Service.** Many comments made, a wide variety of comments. Colleen reminded us that library staff all have tasks to perform and are never just sitting there waiting to welcome a library patron.

d) B&C Review. The Library Commission has been asked to review proposed rule changes to Forest Grove's Boards and Commissions, starting in Dec 2018 and ending in Feb 2019. The Library Commission generally agreed on most of the proposed items.

Three items, though, received significant comments and questions:

1. Limiting Chairperson's Appointment to 24 consecutive months, but with no other limit on lifetime terms that a person can serve as a B&C officer. The Library Commission is requesting that it be allowed to consider this item as a "suggestion" or a "recommendation", and that it is allowed flexibility on the maximum number of consecutive months that the Chairperson and Vice-Chair of the Library Commission can serve.

2. Concern about the Staff Liaison's role of "Minute Preparation" of meetings. The Library Commission does not have a city employee available to take notes at its

meetings, or to produce the minutes of meetings (although it does have volunteers and commission members available).

So, the Library Commission would like to suggest a more flexible wording for this item. We feel it would be better if the Staff Liaison is asked to “supervise minute preparation” rather than have the role of “minute preparation”, and that the Staff Liaison be allowed to choose either a city employee, a volunteer, or a board or commission member to take meeting notes and prepare meeting minutes (with the supervision, review, and approval of the Staff Liaison).

We feel that this change will allow for flexibility for the various boards and commissions, and that it will still achieve the desired goals for the proposed change.

3. Re-interviewing B&C members seeking reappointment every 4 years. The Library Commission suggests allowing the City Council the flexibility (if possible) of being able to choose whether to re-interview a B&C member or not. One example where the City Council might not want to re-interview an existing B&C member seeking reappointment would be if there are no other applicants for the position.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tuesday January 15, 2019 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