

Library Commission approved minutes as amended on November 18, 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, October 14, 2020.

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

Members Absent: none

Staff: Colleen Winters, Library Director

Council Liaison: Adolph “Val” Valfre

Others: none

- 2) **ADDITIONS/DELETIONS to Agenda:** none

- 3) **APPROVE LIBRARY COMMISSION MEETING MINUTES OF Feb. 12, 2020:**

MOTION: Valyrie Ingram motioned, seconded by Morgan Knapp, to approve the September 2, 2020 minutes as presented. **MOTION CARRIED** by all.

- 4) **CITIZEN COMMUNICATIONS:** None

- 5) **INFORMATIONAL ITEMS:**

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

1. Last Foundation meeting was on September 29th and officers were re-elected: Rod Fuiten, President; Linda Saari, Vice President; Michael Moore, Treasurer; Phil Ruder, Secretary.
2. Foundation would like to disburse the bequested funds to the library. The Library will develop a proposal on how they will provide services in the next five years, money needed, and budget items and report back to the Foundation.
3. The Foundation’s 20th Anniversary will be recognized and a presentation given by the City Manager at the next City Council meeting.

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

1. At the last Friends meeting, Mike Smith reported that they are still accepting book donations and online sales are up 50%.
2. Light & Power continues to support the Friends with storage space and Friends will reach out to donate extra books to Little Free Libraries in Forest Grove.
3. \$16,000 was approved for library programming and Summer Reading program.

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

1. Council continues to promote diversity and getting relief funds out to small businesses.
2. Social Justice Mural in the Forest Glen Park—there is a lot of input from the community and it will hopefully get approved at the next Council meeting.
3. Council and the Planning Commission are looking at the intersection at Gales Creek Rd and Thatcher Rd; Council is working on the Oak St area with a consulting firm; the Highway 47/Martin Rd roundabout is moving forward; the Highway 47/Maple St roundabout is planned but State budget hasn't been approved yet.

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

1. On September 14th, Colleen presented the WCCLS proposal to eliminate fines to the City Council. The Council approved the proposal. It will go to the Board of Commissioners for a final approval in November. January 22nd would be the start date. The City will absorb the loss of revenue.
2. Wifi hotspots continue to be very popular with patrons and the library will buy Chrome Books that can be checked out.
3. StoryTime continues online. Nathan is looking into a new children's program where some patrons can come into the library for physical exercise.
4. The Friends Cultural Series continues online.
5. Staff are working on a vision for the future of library service including public-access computers, expanding curbside service and weather protection, a possible concierge service when the building opens to the public to welcome patrons and ensure the usage of masks.

6) Commission Priorities/Goals:

Colleen noted that the Commission hasn't had a goal-setting meeting this year. One goal from 2019 was to do an inventory of policies but that doesn't seem to make sense under the current conditions. She asked the Commissioners to consider what can/should be done while the pandemic continues. Library staff continues to have meetings and plans to have a five-year plan developed in the next six months. Colleen also noted that the behavior policy may need to be revised to allow for enforcement of masks and other new procedures.

Pamela asked Colleen how the Commission can support the library during the pandemic. It was decided that the Commissioners will think about what their roles/responsibilities will be during the pandemic. They will also consider how often they will meet in the future. This will be discussed further at the November meeting.

Morgan asked staff to consider creating displays in windows that would allow patrons to 'browse' from outside of the library. Colleen will bring the suggestion to staff.

Valyrie asked about the "New Book" section and Colleen reported that staff takes pictures of this section and posts them on Facebook and the library's Youtube channel.

7) ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be on November 18, 2020 via Webex teleconference.

8) ADJOURNMENT

Hearing no further business, Chair Bailey adjourned the meeting at 8:05 PM.

Minutes respectfully submitted by:

Colleen Winters, Library Director
Elizabeth Beechwood, Secretary