

*Library Commission approved minutes as presented on May 12th, 2021.*

- 1) **CALL TO ORDER AND ROLL CALL:** Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Wednesday, May 12, 2021.

**Members Present:** Pamela Bailey, Chair; Kathleen Poulsen, Vice Chair; Kirsten Beier; Hattie Krebsbach, Elizabeth Beechwood, Valyrie Ingram, Morgan Knapp, Sam Ruder (student representative)

**Members Absent:** None

**Staff:** Colleen Winters, Library Director

**Council Liaison:** Mayor Truax

**Others:** None

- 2) **ADDITIONS/DELETIONS to Agenda:** none
- 3) **APPROVE LIBRARY COMMISSION MEETING MINUTES OF April 14th, 2020:**

**MOTION:** Hattie Krebsbach moved, seconded by Morgan Knapp, to approve the April 14, 2021 minutes as amended. **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. April 29th meeting discussion included talk about future possible projects: Exterior expansion project outside the Rogers Room doors and library signage.

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

**Forest Grove Library Commission**  
**Meeting Date – 6:30PM Wednesday, May 12, 2021**  
**ZOOM Teleconference**

1. May 12 was the last meeting until September.
2. Budget was adopted - \$18,000 for library programs.
3. Volunteers are needed to maintain the Ginsburg Garden.
4. Anna & Abigail's Little Library – Friends will provide children's books  
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and coordinate a team to maintain the little library

5. There MAY be a book sale in the fall. It hasn't been fully determined but Friends are hopeful.

**c) COUNCIL LIAISON REPORT:** Mayor Peter Truax shared comments about the recent activities of the Forest Grove City Council:

1. CEP Advisory – voted to distribute funds for the Community Enhancement Program.
2. Historic Landmarks Board – created another historic district in downtown Forest Grove.
3. ARPA relief funds were distributed.
4. Centro Cultural and Forest Grove Foundation purchased Forest Grove Inn to assist Latino families

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

1. School district received money from the Dept. of Education – the Library will receive \$15K from this program for the Summer Reading Program. The money will be spent on performers/park events, book give-aways, Take & Make, and technology.
2. Public Arts Commission – will send out a Call for Art and hire an artist to create a mural for the exterior of the Library behind the Ginsburg Garden. There will be input from the Foundation and Friends.
3. Interviews were held for the Library Assistant position – there were 117 applications. Seven applicants were interviewed and a decision will be made soon.
4. Adult Services position was filled by Lily Hawley who was an on-call librarian.

**6) FILTERING DISCUSSION:**

It was discussed that the Library Commission's role in the decision on whether or not to filter public access computers (and to what degree) is an advisory role.

Library staff will create a proposal and the Commission will react to this as it is developed. Any filtering policy will go to the City Council for final approval.

Commission will document how they came to the decision.

Further internet filtering discussion ensued and Colleen took notes to bring to staff.

**7) LIBRARY PLANNING:**

**Forest Grove Library Commission**  
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1. Library reopened for inside services on April 22nd, from 1-5pm. The Welcome Kiosks are working well. There isn't much computer use – it's all about the books! An average of 50-60 patrons visit per day.
2. Curbside services is still available with about 400 patrons using this option each week.

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**8) COMMUNITY FEEDBACK:**

It was reported by a few Commissioners that some patrons didn't realize that the library building was open. It was suggested that signage at the curbside service be added to alert patrons that they could come into the library.

**9) ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be June 9, 2021 at 6:30pm via Zoom teleconferencing.

**10) ADJOURNMENT**

Hearing no further business, Chair Bailey adjourned the meeting at 8:00PM.

Minutes respectfully submitted by:

Colleen Winters, Library Director  
Elizabeth Beechwood, Secretary