

***Library Commission approved minutes as amended on
Wednesday, November 9, 2022.***

- 1) **CALL TO ORDER AND ROLL CALL:** Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday, October 11, 2022.

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

Members Absent: Elizabeth Beechwood, excused; Hattie Krebsbach, excused; Sam Ruder, Student Representative, unexcused

Staff: Colleen Winters, Library Director; Nathan Jones, Library Services Supervisor

Council Liaison: Mayor Truax

Others: None

- 2) **PUBLIC COMMENT:** None

- 3) **CONSENT AGENDA:** None

- 4) **ADDITIONS/DELETIONS:** Nathan Jones' report moved to beginning of agenda.

Nathan Jones, Library Services Supervisor reported on:

- a) Receipt of "Welcoming Library Grant" from the State Library of Oregon (one of only five libraries in the state to receive this mini-grant). The grant funds provision of a curated collection of picture books, and an accompanying display shelf, on the topic of immigration. Books are sourced from the "I'm Your Neighborhood" collection, and following display at FGPL (for reading on-site, no check-out) they will travel to other locations in town. Carolina will manage scheduling and is planning a pre-post survey, and when the travel component is completed the books will become part of the permanent FGCL catalog.
- b) The notary services provided by library, after recognizing a community need during COVID, are experiencing an increased awareness in the community. Notary staff are currently serving 3-10 appointments per week, which take an average of 15-30 minutes per client. Bob and Lily are currently certified and appointments are available Mondays 5-7, Tuesdays 10-12, and Wednesdays 1-3, with a minimum of 24hrs notice. Commissioners encourage Nathan to share the new hours on the library's Facebook page.
- c) Teen Space is in implementation stage. Mobile shelving has arrived and been installed. Green lounge chairs have also arrived and safe seating / media cabinet will arrive soon. The financial proposal for the window wall is

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under review. Library commissioners encourage a social event where teens help move the books from the old to new spaces, and that the team work on a “tech wish list”.

- d) Summer Reading reached 1,054 youth in the community (mean for the last ten years was 1,043) and distributed 1,222 books. The highest participating school was Pacific University’s ELC with 43% of their student body participating. The next highest schools were Forest Grove Community School (27% of student body) and Harvey Clarke (24% of student body). Total participation in the Forest Grove School District was 7.27%. As this program uses the most money and staff time of any FGCL program, staff are planning a program review exploring the model, potential new outreach methods including a goal to make announcements directly in schools.

5) DISCUSSION / DECISION ITEMS

- a) City Hall relocation plans - Planning process for the move of city hall employees to FGCL Rogers Room is in progress, final decisions to come. Currently known details: FGCL will receive a new dividing wall in the Rogers Room, and the move is targeting the final weekend in October with a total of 6 employees being moved. Closet facing Rogers room will return to FGCL use and temporary storage will likely be placed in the parking lot for the duration.
- b) Change to library card procedure - There is a procedural change in the procurement process of library cards library staff will stop requiring children to be able to sign their first and last name. The Commission supported this change.
- c) Library Planning - Staff are beginning a thorough post-COVID assessment of services, use of building, outreach, and programs. It is critical that the Commission be engaged in this process and opportunities for Commission engagement and review are forthcoming.
- d) Council Liaison departure - Council liaison Mayor Truax will hold his final meeting with the Commission on 11/9. Newly elected mayor and councilors will be sworn in on the Monday after Thanksgiving. The incoming mayor will make their recommendations in January for new liaison positions.
- e) Commission Chair presentation to Council - Presentation will occur on 10/24 and commissioners brainstormed ideas for her presentation. City Manager has also proposed a potential second presentation to the new mayor and commission during first 1-3 months after the November election. Details to be worked out.

6) B/C COMMUNICATIONS: None

7) STAFF COMMUNICATIONS:

Colleen Winters reported these items:

- a) Director’s Report – The library was named a “cooling center” this summer nine individual times - six in July and three in August. During those stages one person accessed the space for this reason. Future of cooling centers and role of library will therefore need to be assessed moving forward. The

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library is returning to pre-COVID hours of operation: Mon-Thurs 9:30am – 7:30pm and Fri-Sat 9:30am - 5:30pm. Institute of Museum and Library Services grant has now concluded. Final gathering for focus group participants was a success, a targeting library collection was sent to Casa Amparo (Centro Cultural housing program located in the old Forest Grove Inn), and Colleen and Sara Santiago from Adelante Mujeres will participate in a virtual conference panel. Tangled Up in Blue event in partnership with the Forest Grove Police Department occurred on October 11. Attendees spent one hour in conversation with author Rosa Brooks over Zoom, and one hour in conversation with FGPD Chief Riemann.

- b) Friends of the Library - The Friends met to discuss the Fall Book Sale to be held October 6th, 7th, and 8th.
- c) Library Foundation - The Foundation is looking at its infrastructure right now and would like to plan an event in the Fall.

8) COUNCIL LIAISON REPORT:

Mayor Peter Truax reported these items:

- a) League of Cities Conference occurred on 10/4 and included recognition of Mayor Truax with the award of the James C. Richards Award. Forest Grove 150th Sesquicentennial celebration occurred at the Farmers Market on 10/5. Additional recent work included: discussions with Clean Water Services at Fernhill, a Sister City visit with representatives from Nyuzen. At the City Council meeting on 10/9 the new FGPD contract was ratified, and it includes a 5-year test run of sabbaticals for police officers. Gathering of Hope Community Resource Fair occurred on 10/11 in the Hillsboro Civic Center. Quarterly Town Hall will take place on 10/25 and includes an update on the FGPD chief recruitment process, and update on efforts to address local homelessness concerns.

9) ANNOUNCEMENT OF NEXT MEETING:

Commissioners decided that the next meeting will be on November 9, 2022 at 6:30 PM in the Rogers Room.

10) ADJOURNMENT

Hearing no further business, Chair Bailey adjourned the meeting at 8:45 PM.

Minutes respectfully submitted by:

Colleen Winters, Library Director
Morgan Knapp, Meeting Minutes Recorder