

***Library Commission approved minutes as presented on Wednesday, April 12, 2023.***

- 1) **CALL TO ORDER AND ROLL CALL:** Morgan Knapp, Chair, called the meeting of the Library Commission to order at 6:39PM on Wednesday, March 8, 2023.

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

**Members Absent:** None

**Staff:** Colleen Winters, Library Director

**Council Liaison:** Mariana Valenzuela

**Others:** None

- 2) Recognition of Outgoing Chair, Pam Bailey and Vice-Chair, Kathleen Poulsen –The Commission recognized outgoing Chair Pamela Bailey and Vice-Chair Kathleen Poulsen and thanked them for their many years of service and continuing service as they continue to be part of the commission.

- 3) **PUBLIC COMMENT:** None

- 4) **CONSENT AGENDA:** Valyrie Ingram moved, seconded by Kathleen Poulsen, to approve the February 1, 2023 minutes as presented. **MOTION CARRIED** by all.

- 5) **ADDITIONS/DELETIONS:** Morgan Knapp requested to add Gathering of the Groups to the agenda.

6) **STAFF COMMUNICATIONS**

Colleen Winters reported these items:

- a) Director's Report – WA County budget remains in a \$25M-30M deficit- there is no new information at this time. Forest Grove department budgets are due this month and the library director will budget as best she can, keeping possible reductions in mind. The City has hired an architect to get the Teen Area partition and bathroom projects underway. Goodwill began providing free English language classes at the Library. Bilingual Story Time is well attended on Tuesdays from 1-3pm. Free notary public services are incredibly popular.
- b) Friends Report – Friends met this evening. The book sale will be held May 18-20<sup>th</sup>. The Friends are offering a \$1000 scholarship to a high school student. The Friends have agreed to donate \$1 to Habitat for Humanity for

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**Rogers Conference Room/Zoom Teleconference Hybrid**  
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every hour read (up to \$1,000) as part of the Adult Summer Reading Program.

- c) Foundation Report – The Foundation will fund the installation of the outdoor library mural. Eric Canon designed the frame and it will be installed in the ground so it won't be mounted to the building. The Foundation is discussing how to improve donor recognition and a subcommittee will begin meeting to research possible recognition programs.

**7) DISCUSSION / DECISION ITEMS**

- a) Commissioners reviewed and amended the 2023 Goals. Valyrie Ingram moved, seconded by Kathleen Poulsen, to approve the 2023 Goals as amended. MOTION CARRIED by all. Commissioners agreed to review the goals at each meeting to ensure they're making progress, prioritizing, and meeting goals.
- b) Commission discussed the creation of the Service Plan. Assumptions have been completed and the next step is that staff is asking for Commission's assistance in creating the Service Plan envisioning the library services in the future and how to disseminate that information. Commissioners recommended that staff complete a draft of the document and then revisit the idea of how to disseminate the information to the public. Commissioners expressed strong faith and trust in staff's ability and expertise to create this document.
- c) Commissioners decided that Gathering of the Groups will be April 30<sup>th</sup> 3-5pm. The theme will be the Friends' 50<sup>th</sup> Birthday. Plans for the celebration ensued.

**8) B/C COMMUNICATIONS:**

None.

**9) COUNCIL LIAISON REPORT:**

Council Liaison Mariana Valenzuela reported that lively meeting re: homelessness and the potential merging of boards and commissions.

**10) ANNOUNCEMENT OF NEXT MEETING:**

Commissioners decided that the next meeting will be on April 12, 2023 at 6:30pm.

**11) ADJOURNMENT**

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

Minutes respectfully submitted by:

Colleen Winters, Library Director  
Elizabeth Beechwood, Meeting Minutes Recorder