

**Forest Grove Library Commission**  
**Meeting Date – 6:30PM Monday, June 26th, 2023**  
**Rogers Conference Room/Zoom Teleconference Hybrid**  
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*Library Commission approved minutes as presented on  
August 16, 2023.*

- 1) **CALL TO ORDER AND ROLL CALL:** Morgan Knapp, Chair, called the meeting of the Library Commission to order at 6:34PM on Monday, June 26, 2023.

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

**Members Absent:** Valyrie Ingram, excused

**Staff:** Colleen Winters, Library Director

**Council Liaison:** Mariana Valenzuela excused

**Others:** None

- 2) **PUBLIC COMMENT:** None

- 3) **CONSENT AGENDA:** Pamela Bailey moved, seconded by Kathleen Poulsen, to approve the May 10, 2023 minutes. **MOTION CARRIED** by all.

- 4) **ADDITIONS/DELETIONS:**

Kathleen would like to add a discussion about GG's House to the agenda.

Bob Abbey, Adult Services Librarian, presented the adult programs happening now or being planned. The Adult Summer Reading Program, Read for a Cause, will match one dollar for every hour an adult reads or listens to a book and donate the funds to West Tuality Habitat for Humanity up to \$1000. The Friends are funding this matching program. So far there are over 900 hours read so the cap will be met very soon. However, Library staff are looking into additional funding sources so the program will continue past the \$1000 mark. A virtual program with Steve Man, Habitat for Humanity, will be tomorrow on the Library's YouTube channel and Facebook page.

ESL classes taught by Goodwill staff started last February and is hugely successful. The class includes people from Spanish-speaking countries as well as Ukraine, Taiwan, and Sudan to name a few. A citizenship class is being considered for the fall as requested by the community.

The Forest Grove Library is one of only a few places in this part of the county to offer these services free of charge.

Bob also reported the following programs are being organized:

Rachel Schutz, former Director of the Family Justice Center of Washington County, has artwork created by survivors of assault and other crimes. October is Domestic Violence Awareness Month, and an art exhibit is being planned. Allison Myers, former Director of Engagement at OSU, has a program called Coast to Range that focuses on mental health issues in rural communities. A program in October is being discussed.

Wade McJacobs, co-facilitator of some Death Cafes, has a reading protocol “Dare to Read.” And will offer the program for non-English speakers for free in September and October.

**5) STAFF COMMUNICATIONS**

Colleen Winters reported these items:

a) Director’s Report – A patron who was concerned about Kanopy’s resources met with Lisa Tattersall, WCCLS Manager, PJ Bentley, WCCLS Collections Manager, and Nathan Jones, Forest Grove Library Services Supervisor, at the Forest Grove Library. The patron was concerned about movie ratings on Kanopy. Lisa Tattersall wrote to Kanopy with these concerns. The patron seems satisfied with this outcome.

Over 900 children have signed up for the Summer Reading program so far. Staff have been doing outreach at the school district’s free meal sites and the Farmers Market to sign kids up for summer reading and to give away books. Over 400 people have signed up for the new Mailchimp newsletter. 6,254 items were purchased during the last fiscal cycle. The Library’s materials budget is \$90,000

A part time library assistant has turned in her resignation and her last day will be July 7<sup>th</sup>. There will be some internal reconfiguration with staffing as well.

Andrew, Facilities Manager, brought revised drawings for restrooms from the architect. Staff gave input. Teen area partition drawings were brought but not acceptable.

The City Council meeting on July 10th will include the subcommittee’s report on Boards and Commissions.

b) Friends Report – No meetings during the summer. The spring book sale made \$7,700 which was a record.

c) Foundation Report – No meeting in June.

**6) DISCUSSION / DECISION ITEMS**

a) 2023-24 Goal Review – Morgan reviewed the goals with the Commissioners and we are on schedule.

b) Materials Selection Policy Review – Morgan lead a discussion about the current policy and suggestions on improvements. Merging Form I and Form II was discussed, typos were addressed as well as updating language to be inclusive of gender and broadening the term ‘book’ to include all library materials. Staff input will be brought to the Commission’s August meeting and Commissioners will confer further afterwards. Bilingual forms are also being investigated/discussed.

c) Display and Circulation Policies will be reviewed next.

d) Colleen informed the Commission that there is no programming policy, especially adult programming and staff will be working on creating this policy.

**7) B/C COMMUNICATIONS:**

Kathleen brought up how Forest Grove community always shows up when there's a need. GG's House is accepting donations from the community to serve the community's basic needs and connect people with community resources. Kathleen distributed brochures and there was a discussion regarding this new resource.

**8) COUNCIL LIAISON REPORT:**

Council Liaison Mariana Valenzuela was not present to make a report.

**9) ANNOUNCEMENT OF NEXT MEETING:**

Commissioners decided that the next meeting will be on Wednesday August 16<sup>th</sup>, 2023 at 6:30pm. There will be no July meeting..

**10) ADJOURNMENT**

Hearing no further business, Chair Knapp adjourned the meeting at 8:07

PM. Minutes respectfully submitted by:

Colleen Winters, Library Director  
Elizabeth Beechwood, Meeting Minutes Recorder