

Forest Grove Library Commission
Meeting Date – 6:30PM Wednesday, August 16, 2023
Rogers Conference Room/Zoom Teleconference Hybrid
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Minutes are unofficial until approved by the Library Commission. Library Commission approved minutes as presented on tbd.

- 1) **CALL TO ORDER AND ROLL CALL:** Morgan Knapp, Chair, called the meeting of the Library Commission to order at 6:38 PM on Wednesday, August 16, 2023.

Members Present: Morgan Knapp, Chair; Hattie Krebsbach; Pamela Bailey; Elizabeth Beechwood.

Members Absent: Kathleen Poulsen; Kristen Beier; 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 Hattie Krebsbach, to approve the June 26, 2023 minutes. **MOTION CARRIED** by all.

- 4) **ADDITIONS/DELETIONS:** None

5) **STAFF COMMUNICATIONS**

Colleen Winters reported these items:

- a) Director's Report – Robyn Cram, Library Services Supervisor-Circulation, has announced her retirement by the end of the year after 37 years of service. Her position will be evaluated before the new recruitment begins. A full time Reference Assistant position was created by combining two part time positions and staff member Ashley McDonald will fill that position. The vacant Library Assistant-Circulation position was filled by Meg Joseph, who was a volunteer at the library in the past.

The adult Summer Reading program, Read For A Cause ended on August 15th. The program was a stunning success with \$3,500 raised for Habitat For Humanity Forest Grove. The Forest Grove Lions Club donated \$500, Forest Grove Rotary Club donated \$500, and the Friends donated \$2,500. Bob Abby deserves many kudos and there will be a check presentation ceremony in the future.

The library van wrap design has been roughed out by staff and will be getting fine-tuned. The graphics are based on Marcie's mural in the Memorial Garden.

Banned Book Week is October 1-7, 2023. There will be a robust program throughout the County during this week and Ashley will put together a program and displays for our library. Washington County Board of Commissioners plans to read a Banned Book Week Proclamation and it is hoped that the Forest Grove City Council will read one as well.

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WCCLS is beginning the year-long process of looking at structure, governance, and funding. Currently, the consultant process is out for bid now.

WCCLS created Wallace the Bookworm as a mascot and FG Library staff have been hosting activities with Wallace in the library and on social media.

- b) Friends Report – No meetings in the summer.
- c) Foundation Report – No meeting recently. Subcommittee is working on donor recognition and newsletter.

6) DISCUSSION / DECISION ITEMS

- a) 2023-24 Goal Review – One goal was survey to be discussed later. The Library Services Plan is still on the list for the future.
- b) Materials Selection Policy Review – This was reviewed by Commissioners in the past but staff will be reviewing for relevance now and for the future.
- c) Display and Circulation Policies Review – There was a robust conversation regarding these policies and updating them and the formatting. Circulation is easy to read, understand, and makes sense – content needs to be sure no updates are needed for State Statutes. It also outlines access to records and confidentiality. Commissioners discussed the Exhibit Space and agreed that the foundation was acceptable but the formatting needs to be decided on. Staff will review.

7) B/C COMMUNICATIONS: None

8) COUNCIL LIAISON REPORT:
Council Liaison Mariana Valenzuela none

9) ANNOUNCEMENT OF NEXT MEETING:

Commissioners decided that the next meeting will be on September 13, 2023 at 6:30.

10) ADJOURNMENT

Hearing no further business, Chair Knapp adjourned the meeting at 7:59

PM. Minutes respectfully submitted by:

Colleen Winters, Library Director
Elizabeth Beechwood, Meeting Minutes Recorder