

FOREST GROVE LIBRARY COMMISSION
MEETING DATE – 6:30PM MON FEB 6, 2017
ROGERS CONFERENCE ROOM
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<i>Library Commission approved minutes as presented on Mar 14, 2017.</i>
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1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Monday Feb 6, 2017.

Members Present: Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Jon Youngberg, Secretary; Elizabeth Beechwood; Nickie Augustine; Mitchell Faris, Student;

Members Absent: None

Staff: Colleen Winters, Library Director

Council Liaison: Timothy Rippe

Others: None

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Jan 10, 2017:

MOTION: Elizabeth moved, seconded by Nickie, to approve the Jan 10, 2017 minutes as presented. **MOTION CARRIED** by all.

4. CITIZEN COMMUNICATIONS: None.

5. INFORMATIONAL ITEMS:

5a. FOUNDATION REPORT: Colleen Winters shared comments about the activities of the Library Foundation of Forest Grove:

- a) No recent board meetings were held, due to inclement weather.
- b) See the Library Foundation of Forest Grove's web site (www.fglf.org).

5b. FRIENDS REPORT: Colleen Winters shared comments about the activities of the Friends of the Forest Grove Library:

- a) No recent board meetings were held, due to inclement weather.
- b) Online book sales continue to do very well for the Friends.
- c) The Friends web site is at: fglibraryfriends.org.

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5c. COUNCIL LIAISON REPORT: Timothy Rippe shared comments about the recent activities of the Forest Grove City Council:

- a)** Library Commission Chair Pamela's presentation on proposed library Exhibit and Behavior policy changes occurred Jan 23, 2017. The City Council may vote on the Exhibit policy change at their next meeting, with the more complicated Behavior policy changes taking an extra month or two to come up for a vote.
- b)** Proposed "Sanctuary City" designation for Forest Grove did not pass.
- c)** Utility increase of 4.75% approved, less than expected 6% increase.
- d)** The City Council's annual retreat was held on the previous Saturday. The City Council's Goals and Objectives were set for 2017. Input from library: the library's Strategic Plan efforts will start up again after recovery from staff turnover in 2016.
- e)** The Annual Town Meeting (ATM) was held Sat Jan 28, 2017 at 9 AM in the City Auditorium. Themes this year were: "What is a Full-Service City?" and "What are the essential services for a Full-Service City"? Local option levy discussed. Do we want to simply maintain current levels of service, or to increase them? Cost?
- f)** A result from the ATM was that a 70% majority would accept a higher levy rate to at least maintain city services. The levy vote is Nov 2017, if passed to take effect July 2018 and then be in effect for five years. The city is spending some of its "reserve" funds this year. Do we reduce the city's reserve, currently at 31% of annual budget? Other cities have reserves closer to 20% of their annual budgets.

5d. LIBRARY DIRECTOR'S REPORT: Colleen Winters reported these items:

- a) President's Day Feb 20 (Mon).** Library will be closed for in-service meetings. There is an increased presence of "homeless" people who spend all day in the library with many belongings. How best to manage this? Have useful information about local places that can help them?
- b) January was BEAR month.** Be enthusiastic about reading! BEAR parade and other events held.
- c) "Jack and the Dragon" special performance** by the Oregon Shadow Theatre on Wed Jan 25, 2017 at 6:30 PM. About 100 attendees.
- d) Star Wars program.** 2 to 3:30 PM Saturday Jan 28, 2017. Games, crafts, trivia, costumes, and refreshments. About 250 people attended.
- e) Cultural Series talk** Mon Feb 6 "Worst Journey in the World" hosted by Jim J.
- f) Cultural Series postponed talk** on McMenamin's Grand Lodge history has been rescheduled for March 21, 2017.
- g) Time Out for TED talks.** First event in series, Sat Feb 25, 2017 at 10:30am hosted by Jim J. With coffee, baked goods, and discussion after the TED talk.
- h) Monthly OSU Gardening series** of talks starts Mon Feb 27, 2017 at 6:30pm.
- i) New sound system for Rogers Room** to be obtained and installed soon.
- j) New web site for Library.** We are urged to check out new design for both the City web site, and for the library's updated web site – there have been some

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noticeable changes to both. The library now has ability to do more things to the library web page. Also, reminded that Library Commission agendas and minutes will need to be posted to the city or library web site, and be as current as possible.

k) Colleen participated in 15 phone interviews for IT manager, a city employee.

l) Recruitment starts soon for new library Volunteer Coordinator. Only other remaining recruitment is for an “outreach” coordinator.

m) Colleen mentioned that she was very proud of the library staff during our recent stressful **weather emergencies**. The library was closed only a few hours during all those snowy and icy days. They did a great job.

n) WCCLS is very busy currently with county-wide library issues. 1) Restructuring the system of “library fines”. 2) WCCLS will obtain (AMH) automated material handling system at WCCLS central site and in the courier trucks to help bring and take items to and from the county libraries. AMH systems are at some libraries now (Tigard, Hillsboro, Beaverton). 3) Holds remain very popular. 4) \$36 million annual budget for WCCLS.

o) WCCLS proclamation sent to Douglas County urging that some way be found to keep that county’s 11-branch library system open, despite current lack of funds, and Nov 2016 failed funding measure.

6. DISCUSSION OF ITEMS:

a) Library Policy Updates. Pamela presented our proposed changes to the library’s Exhibit and Behavior policies at the Jan 23, 2017 City Council meeting. The City Council could approve the change to the Exhibit Policy by resolution at its Feb 13, 2017 city council meeting. For the Behavior and Exclusion policy changes, need the city attorney to write proposed City Code changes into the form of a change to city ordinance. So looking at late Feb or into March for those changes to be considered by the City Council.

b) Library Commission annual Retreat to be held March 14, 2017 6pm at Nickie’s home. Food to be decided. Directions to be given, etc. Will of course discuss Library Commission’s goals for 2017, including policy inventory work, possible joint meeting with other library boards, meeting of the five groups, etc. Jon said he would send out the commission’s list of approved 2016 goals beforehand.

c) Discussion of joint meeting with Hillsboro Library Board Nov 2016. Will discuss more at retreat. Have another meeting with Hillsboro Library Board, and also invite Cornelius, and Banks library boards?

d) Annual Forest Grove Boards and Commissions dinner in Jan 2017 at the Senior Center was very nice and well-attended. The format of the collection of after-dinner presentations was clearly better, and took less time as well. Timothy requested feedback for future B&C dinners, and mentioned the idea (discussed at a previous Library Commission meeting) of having a poster board presentation for each board and commission (in a separate room at the Senior Center) and more time to look at these poster board presentations and to talk informally before (and

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maybe after) the B&C dinner.

e) Strategic Plan: next steps. Will discuss more fully at retreat. 1) Should the library care if people come to the library only to sit & maybe use a computer? 2) About the “open hours” survey – should we ask more people? How do we get the survey out to them? 3) Jon promised a “short” presentation on results of the paper-based, in- person, and in-the-library survey performed in Oct 2016. 4) Impact to staff of changes to open hours? Can we expand the open hours this year or next? 5) The library may have an unchanged budget for the next year.

f) Doug Martin resigned from the Library Commission in the last month, after serving for over 10 years.

g) There are now two vacancies on the Library Commission to be filled.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting (the annual retreat) will be held on Tues Mar 14, 2017 at 6PM at Nickie’s home.

8. ADJOURNMENT:

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

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary