

Forest Grove Library Commission
Meeting Date – 6:30PM Wednesday, May 10, 2023
Rogers Conference Room/Zoom Teleconference Hybrid
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*Library Commission approved minutes as presented on
June 26, 2023.*

- 1) **CALL TO ORDER AND ROLL CALL:** Morgan Knapp, Chair, called the meeting of the Library Commission to order at 6:30PM on Wednesday, May 10, 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) **PUBLIC COMMENT:** None

- 3) **CONSENT AGENDA:** Hattie Krebsbach moved, seconded by Valyrie Ingram, to approve the April , 2023 minutes. **MOTION CARRIED** by all.

- 4) **ADDITIONS/DELETIONS:**

- 5) **STAFF COMMUNICATIONS**

Colleen Winters reported these items:

- a) Director's Report –June 14th there will be a movie filmed in the library called "My Dead Friend, Zoe". The Summer Reading Program started for children, teens, and adults with the theme Find Your Voice. The adult program will track hours and donate to Habitat for Humanity with the Friends funding the donations. The 7th Generation sculpture is being constructed and will hopefully be installed by September 2023. The architect has resubmitted the new bathroom plans and Colleen will review them. The proposed WCCLS budget reduction will include elimination of two vacant positions, reduction of digital materials, and the elimination of backfilling books with high hold numbers. The fourth reduction is a decrease in allocation to member libraries: there will be a 1% increase to the member libraries instead of 3%. Lisa Tattersal, WCCLS director, indicated that the reduction will be ongoing and not a one-year issue. The County Commissioners are expected to vote on the budget in June. The City of Forest Grove will back fill the 2% reduction from WCCLS. The Forest Grove Library's budget will remain status quo except increase in programing budget. In the past, the Library depended on the Friends for funding but the City will begin to allocate funding for programming. The Friends will continue to provide funding for items that enhance the essential programming funded by the City. The Friends will also continue to provide funding for pilot programming as well. The Commission acknowledges the City and thanks the Council for their support and

dedication to the library but providing this funding. Colleen made the Commission aware that a patron complaint about the Kanopy program provided by WCCLS. Colleen made the complainant aware that the Forest Grove library has no control over this program and cannot opt out of Kanopy. Colleen did not give details but only wanted to make Commissioners to be aware and no official complaint was filed.

- b) Friends Report – The Friends met earlier tonight, adopted their budget and are in excellent financial shape. They will continue to provide the same level of financial support this year even though the City will be providing more funds. The Book Sale will be held 18-20th this month. Colleen suggested celebrating the Friends throughout the entire month of October in honor of their support and advocacy over the last 50 years.
- c) Foundation Report – hasn't met since our last meeting.

6) DISCUSSION / DECISION ITEMS

- a) Gathering of the Groups Review – This gathering went well and everyone had fun and enjoyed meeting each other. Next year, the Commissioners would like to see more City Council members attending and there was discussion of how to encourage their participation including clarifying the purpose of the function on the invitation. Councilperson Valenzuela will encourage the Council to attend next year.
- b) National Library Week Review – The staff gave the Commissioners a thank you card for the goodies they provided during that week.
- c) 2023-24 Goal Review – The Commissioners will begin policy revisions with Materials Selection Policy.
- d) Materials Selection Policy review - All policies have to be approved by City Council. The staff and Commissioners review the policy and Commissioners can recommend to the City Council any necessary changes. The Materials Selection Policy was created in 2011 and has been reviewed in the past but not changed. Colleen explained that this policy directs staff on how to select items for the library, and gives guidance on how to think about library additions or deletions. Colleen requests that Commissioners review this policy and bring any thoughts or suggestions to the next meeting. Commissioners encouraged the staff to review the policy as well, since they're closest to the patrons and hear their complaints.

7) B/C COMMUNICATIONS:

None.

8) COUNCIL LIAISON REPORT:

Council Liaison Mariana Valenzuela reported that the Council came to a consensus for Site B as a place for the houseless in Forest Grove to camp will be a place to camp if there is not shelter at Stutzner Place. This gravel parking lot was chosen because of the proximity to City Hall and police station. No camping will be allowed. 7am – 7pm. Enforcement will be challenging and they are talking with WA County for assistance with funding for enforcement and keeping it clean. There has been an increase in domestic violence in Forest Grove and Council

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Valenzuela asked if the Library would be an appropriate venue for a Survivor Art Gallery and suggested that Domestic Violence Month may be appropriate. West Habitat for Humanity presented to the Council and have done wonderful things for the community.

9) ANNOUNCEMENT OF NEXT MEETING:

Commissioners decided that the next meeting will be on Tuesday, June 20, 2023 at 6:30pm.

10) ADJOURNMENT

Hearing no further business, Chair Knapp adjourned the meeting at 8:08PM.

Minutes respectfully submitted by:

Colleen Winters, Library Director
Elizabeth Beechwood, Meeting Minutes Recorder