

Library Commission approved minutes as amended on Wednesday, April 13, 2022.

- 1) **CALL TO ORDER AND ROLL CALL:** Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Wednesday, March 9, 2022.

Members Present: Pamela Bailey, Chair; Kathleen Poulsen, Vice Chair; Morgan Knapp, Kristin Beier, Elizabeth Beechwood, Valyrie Ingram, Sam Ruder, Student Representative

Members Absent: Hattie Kresbach, unexcused

Staff: Colleen Winters, Library Director

Council Liaison: Mayor Truax, excused

Others: None

- 2) **PUBLIC COMMENT:** None

- 3) **CONSENT AGENDA:** Kathleen Poulsen moved, seconded by Valyrie Ingram, to approve the February 7, 2022 minutes as presented. **MOTION CARRIED** by all.

- 4) **ADDITIONS/DELETIONS:** Delete the Council Liaison Report because of Mayor Truax's absence.

5) **DISCUSSION / DECISION ITEMS**

- a) Commission Annual Goal Setting: Commissioners agreed to meet in person in the Rogers room on April 13th at 6:30pm for the annual goal setting meeting. Colleen Winters will find out what needs to be done for a hybrid meeting. Pamela Bailey has notes and Elizabeth Beechwood will help her recreate the 2019 goals and get them to Commissioners before April 13th. No food will be served.
- b) National Library Week: National Library Week is April 3-9th, 2022. Commissioners will show their appreciation for library staff by bringing food, flowers and cards to the library during that week. A schedule will be created so each day of the week is covered by at least one Commissioner. Morgan will look into putting a notice in the Forest Grove utility bill flyer and on the Forest Grove leader board. Sam Ruder reported that TLC will also do something to acknowledge their appreciation.

6) B/C COMMUNICATIONS:

Sam Ruder reported that the new Teen Library Space has been emptied out and there is a rendering of what the new space may look like when completed. The TLC members are excited to be moving forward with this project.

7) STAFF COMMUNICATIONS:

Colleen Winters reported these items:

- a) Director's Report – During the February in-service day, staff moved books to clear the new teen space. Furnishing the space will come next. A Community Services levy will be on the ballot in May which will support the Police Department, Fire Department, Library, and Parks & Rec. This is a replacement levy, not a renewal, at an increase from \$1.60 to \$1.95. The current levy expires June 2023. Commissioners are reminded that they can advocate for the levy as private citizens but not as members of the Library Commission. Librarian Jim Jatkevicius is retiring on March 25. His many accomplishments include (but not limited to!): Teen Space, Podcast Studio, ordering new cargo van, City Communications Team, addressing patron needs during the pandemic with multiple hotspots and Chromebooks and many adult programs. The Commission acknowledged Jim's many contributions and wished him well in his retirement. Internal recruitment is being conducted in the hopes of filling his position. If a replacement is not found internally, external recruitment will begin. Now that the mask mandate has ended, staff will see how patron behavior changes, how they use the library going forward, and how the library can respond. The kiosk at the library entrance will be removed but curbside pickup will continue and the Summer Reading Program will happen. Staff are also considering how to make the Rogers Room available for rent again, especially after library hours. Also being considered is when volunteers will be able to rejoin the library. Library hours may increase in September.
- b) Friends of the Library – The Friends plan to have the next book sale from June 2 – 4th inside of the library. They continue to have remarkable success with online book sales as well.
- c) The Library Foundation of Forest Grove – The Foundation will meet on 3/28/2022 for a goal-setting meeting.

8) COUNCIL LIAISON REPORT:

Deleted because Mayor Peter Truax was not present to make a report.

9) ANNOUNCEMENT OF NEXT MEETING:

Commissioners decided that the next meeting will be on April 13th at 6:30PM in the Rogers Room for the annual Commission retreat meeting for goal setting.

10) ADJOURNMENT

Hearing no further business, Chair Bailey adjourned the meeting at 7:40 PM.

Minutes respectfully submitted by:

Colleen Winters, Library Director
Elizabeth Beechwood, Secretary