



**West Slope Community Library
Advisory Board Minutes
August 18, 2020
Zoom**

In Attendance:

Kristen Thorp – WSL Director
Lisa Tattersall – WCCLS Director
Terisa Brown – WSL staff – minutes
Erin Sullivan – Board Chair
Julie Solomon - Member
Joanne Treuhaft - Member
Pat Bryant – Member

Meeting called to order by board chair at 5:25 pm

Minutes from June 2020: Clarification language was requested for the P.O.P. wording and that a suggestion about an outdoor sign was omitted. It was discussed that we would post unapproved minutes on the website, watermarked “draft” until they can be approved. Thorp also shared information about Oregon Revised Statute ORS 357.400, per ORS 357.470 that states library director, or designee, should act as secretary for the board meetings. Thorp will have a member of the library team at each meeting to be the designee. Treuhaft moved to approve the minutes as amended. Solomon seconded. Passed as amended.

Agenda: Discussion around posting the Board agenda at the library. Thorp reminded everyone that this was happening when the library was open, and we will make sure to update our outside community board going forward. Solomon moved to approve the agenda. Seconded by Treuhaft. Passed.

Library Updates - Thorp

• **Takeout service** – Library is offering takeout service five days a week and is incrementally increasing capacity. Hold requests have doubled over our pre-closure volume. A snapshot of a single day the library had over three-hundred unique patrons waiting for items. Library team is divided into three groups to maintain physical distancing and help reduce the risk. This hybrid staffing, rotating teams in and out of the library, will continue all through Phase I and II. Bryant asked the question if the library was going to continue Sunday service and Thorp did not have confirmation, one way or the other, at this time.



- **Limited returns** – The library must quarantine items for 96 hours. [Thorp edit: the following day we met with County health officials and had to increase the quarantine to 120 hours based on new science.] Returns are stored in six, 16-bushel bins for the quarantine period before we can process items. We are not currently charging overdue fees.

- **New technology for a post-COVID world** – The library wanted to increase access for patrons while still mitigating risk for staff and patrons. The library will purchase new holds lockers and two self-check machines. These both offer low-to-no touch options, increased accessibility for providing service in multiple languages and setting options for low-to-no vision patrons – including speech-to-text. Once the contract is finalized it could take around 16 weeks to arrive. We have also purchased ten wifi hotspots to circulate to increase internet access for our patrons. Concern was raised by Bryant about how this technology may cause us to lose our library's personal touch but the technology would increase access and allow staff to help patrons more fully. Details on Policies & Procedures to follow.

- **Collection Maintenance project** – Like a garden our library collection is best when it is well tended. The library is working to curate the collection to meet the needs of our patrons. We are following nationally recognized standards for deselecting materials that have outdated information, in poor condition, or have not circulated in a long time. This progress also helps us when we are selecting new material for purchasing. Items will receive a second life via Better World Books and proceeds go to the Friends of the Library to support the library.

Staff Since we were running out of time, everyone agreed to skip the staffing update and go into a budget review. Update will happen at our next meeting.

Budget Review – Thorp

Our budget for the next fiscal year is \$1,633,646. We receive the majority of our revenue from transfers from WCCLS. Other revenue includes Ready to Read grant, fines and fees, donations, and gifts from the Friends of the Library. Our highest expense is our personnel budget. July 1, is the start of the fiscal year. Mid-year corrections are submitted to the County in January. March we start preparing for next year's budget that is submitted to the Board of Commissioners for approval. We are not planning any layoffs this year and will work to prioritize staffing next year.

Since we ran out of time, Board members agreed to email Thorp budget questions that will be addressed next meeting.

Meeting adjourned at 6:35pm by Sullivan