

**West Slope Community Library  
Advisory Board Minutes  
June 30, 2020  
Zoom**

**In Attendance:**

Kristen Thorp – WSL Director  
Lisa Tattersall – WCCLS Director  
Marly Osma de Forest – WSL staff – minutes  
Erin Sullivan – Board Chair  
Julie Solomon - member  
Joanne Treuhaft - member  
Pat Bryant – member

Meeting called to order at 5:28 pm by Board Chair Sullivan

**Minutes:** Bryant motioned to approve the minutes from the May 2019 meeting. Treuhaft seconded the motion. Passed.

**Agenda:** Solomon motioned to approve the agenda for the June 2020 meeting. Bryant seconded the motion. Passed.

**Library Updates:** Library Director gave updates on what has been happening since library closed because of Covid-19. 257 new digital card users. Including the launching of a new service Book a Librarian, rebuilding the library's website, and launching new online programs: including OBOB book group, yoga, adult reading challenge, and watercolors. Takeout and limited book returns have also started including new quarantining procedures and the library will remain closed for general access during Phase I and II of the Gov.'s Reopen Oregon plan. Personnel update: Hired two new part-time regular Clerks and onboarded them remotely. Sullivan suggested a banner outside the library to keep patrons informed.

Sullivan made a recommendation that a sign be created to hang outside of the building to let tax payers know that the library was open for modified services.

**POP – Purpose, Outcome, Process**

Three questions were asked giving every board member and the library director an opportunity to add in their feedback. Following includes a summary.

**PURPOSE: The purpose of the Library Advisory Board is...**

Uphold library values while championing the library within the community. Support a welcoming space that is working on DEI work and making the library future ready. Advise West Slope Library Director on a variety of matters.

**OUTCOMES: We hope to achieve the following outcomes...**

Everyone feels good about their time commitment and feels valued. We reach underserved populations, focus on equity, and assist the library director in removing barriers to access. Increase relationships with the schools and teachers. We have a good rapport with each other. Timely and consistent participation. Supportive of the library team. Increased knowledge of library's activities. Be of service and support to the library. Increase awareness of board members in and out of the library.

**PROCESS: The process for achieving these outcomes are...**

Time is limited and valuable so we will commit to meeting regularly. Library director will work on sharing foundational information at each meeting to increase the understanding and knowledge of the West Slope Library. Library director will send out agenda packet and email reminders of upcoming meetings a week in advance.

**Comments/Questions & Answers:**

- Question: Can volunteers help in the library now?
  - Library Director: The library will not have volunteers in the library in Phase I & II. We will be exploring virtual volunteer opportunities in the upcoming months.
- Question: How many holds have been waiting?
  - Library Director: 240 patrons had holds available when we closed. That is increasing with our next round of takeout services to over 500 patrons with hold items.
- Question: I missed the window for my returns and was told could not return items, when can I return them?
  - Library Director: The library is accepting limited returns on Fridays and Saturdays between 9-4pm.
- Question: can we get on wi-fi if we are outside?
  - Library Director: We have left our public wi-fi on and it is available 24 hours a day.
- Question: are all libraries in county doing the same thing?
  - Library Director: The member libraries of WCCLS worked to create a framework that was coordinated but not synchronized because we are all managed differently; us by Washington County, some by local municipalities, and others by nonprofits.
- Question: what are the most popular programs?

- Library Director: Yoga, storytime, and OBOB book club have all been positive. Commissioner Treece was our special guest at storytime today! Trying a lot of different things to see what is beneficial. For Summer Reading we are doing a mix of activities that kids and families can do together: scavenger hunt, book bingo without a screen. WCCLS created 15,000 bags with free books, art supplies and art activities that will be given away at Summer Food Spots. West Slope is giving away bags at McKinley and William Walker.
- Question: what grade levels for OBOB book club? 3-12?
  - Library Director: We are focusing on 3-5 division because that has been the most popular.
- Question: for yoga on zoom does everyone see you?
  - Library Director: Maddie, the instructor, is the focus. Participants can choose to leave their camera on or off.
- Question: How does all this effect the budget at WS?
  - Library Director: The County approved our FY 20/21 budget last week. We will be prudent.
- Comment: I really appreciate how you are thinking about the future and how to leverage opportunities going forward.
  - Library Director: this situation has created opportunity to think critically about barriers to access and how we remove them and make library service more inclusive. It is a great opportunity to think about things differently. Considering community health and worker health and how to build that in. The Library is a place of connection, gathering, and relationships. The core of our work is people.
- Question: Can we get new people [board members], so we have a quorum?
  - Library Director: We have participated in the County recruitment but so far nobody has applied.
- Question: This is our only public meeting?
  - Library Director: All of our meetings are public because we are a Washington County Board of Commissioners-appointed advisory board.
- Question: Who is our commissioner?
  - Library Director: Pam Treece is the County Commissioner for District 2.
- Question: Is there a way we can get blurb updates on what is going on in the library emailed to us?
  - Library Director: everyone is encouraged to check our website and subscribe to our patron monthly newsletter.
- Question: So we don't know what the budget is?
  - Library Director: I am happy to have next meeting's agenda to include FY 20/21 budget review.
- Question: If there is material that can be shared in advance so we can have questions prepared when the conversation comes up.

- Library Director: When I send out our agenda, I will include any supporting documentation and any prework that will be needed to prepare for the upcoming meeting.
- Question: From your perspective what can we do to help. You are hearing some frustration but also interest. What can we do?
- Comment: We are ready to help. Came every month and listened but didn't feel like we were doing anything.
  - Library Director: I hear your frustrations and I value this Advisory Board. Since this is our first meeting together, I can only speak to how we can move forward together. I look forward to our collaboration. I want us to look back at our year and have everyone feel good about our shared time and participation.
- Question: Any ideas for programs for fall?
  - Library Director: We are currently looking at how we want to approach Fall programming and assessment; focusing in on what the community needs from us.
- Comment: When assessment is complete, I would be interested in hearing, at summary level, what programs are working. This would give us things to think about as well.
  - Library Director: Yes, I would be happy to share that assessment at an upcoming meeting.
- Question: what about doing a community survey about what people would like?
  - Library Director: The survey I am most interested in now is: "Are you a library user. If not, why?" I really want to hear from folks who are not using the library and see if we can connect with them.

### **New Business – upcoming meetings**

Schedule in past has been every other month, 3<sup>rd</sup> Tuesday. At the request of several members we have adjusted our start time to be 5:00pm.

#### Upcoming agenda items

- August 18, 2020 we will discuss FY 20/21 budget.
- October 20, 2020 we will discuss programming.
- December 8, 2020 agenda TBD

Meeting adjourned at 7:00pm by Sullivan