



West Slope Community Library
Advisory Board Minutes
November 17, 2020
5:00 – 6:30 pm

In Attendance:

Kristen Thorp, Library Director

Erin Sullivan, Board Chair

Julie Solomon, Member

Joanne Treuhaft, Member

Thea Hart, Adult Services Librarian

Lois Hays, Applicant

Meeting called to order at 5:20pm by Board Chair Sullivan

Meeting Minutes: A discussion was led by Chair Sullivan about the frustration the board was feeling about the fact that the June minutes haven't been updated after the correction to the minutes in August. The board wants to ensure that when meeting minutes have been corrected, they are updated promptly. Thorp explained that it was unintentional but that she would work to be more responsive if future corrections are needed.

Sullivan asked that the meeting minutes would reflect the changes made in past minutes. The following is an update that happened after the meeting: Thorp has updated the June minutes to reflect Chair Sullivan's original suggestion of having signage outside the library. The August minutes already had language in the minutes that a change was needed but Thorp updated them to be clearer. The October minutes didn't need updated language about this topic because it was already noted that the June and August minutes have yet to be updated. However, the October minutes were updated to correct the fact that they said Chair Sullivan had sent examples Advisory Board bylaws already but that hadn't happened yet. The documents will be updated to the website the next time the staff person who manages the website works.

Solomon moves to approve the minutes with notation of the discussion needed, that the prior minutes that needed to be amended, and that the October meeting minutes be corrected to reflect that bylaw links haven't been sent yet. Treuhaft seconds. Approved.

Agenda: Solomon moves to approve the agenda, Treuhaft seconds, approved.

Library Updates: The library remodel budget is \$250,000 secured in the prior year's budget project for capital improvements. The library staff worked with Health and Human Services, Facilities, and WCCLS at the end of Summer to



write a proposal to transition the funds to be used for a remodel. Once approved The Board of Commissioners were informed, then important stakeholder than the general patrons. Unfortunately, because of the timeline library staff was unable to engage external stakeholders. \$100,000 in Federal CARES funds was used to purchase the holds lockers and two new self-check machines. Some changes to the space: new workroom to increase space for staff and volunteers, new media shelving to reduce wasted space, new family restroom, new service desk, ADA doors, new carpet, new paint, and more. The Library will be closed for the remodel with a hopeful reopening date in Mid-February.

Staff worked on creating Book Bundles for library patrons to stock up on material before the remodel. 135 bundles were checked out from the launch of the service in early November. We are serving over 300 patrons per week during our Takeout service, but those services started to wind down because of the remodel and library staff have been able to increase our packing. 38,000 items in the library collection about 45% have been packed.

Library staff will continue to work during the remodel offering programs, Book-a-Librarian, and library clerks will be redeployed to WCCLS warehouse temporarily.

The Board expressed their excitement over the changes but also stated that they wished they could have been engaged in the planning process. Thorp shared that in the future having the Board's input will happen it was just the circumstances and timing. This remodel is possible because of the community's support over the years.

The Library is hiring two regular part-time Library Assistants, two hundred and fifty-seven people applied and in two days we interviewed the top fifteen. Will be doing a second round of interviews for an unknown number of candidates with a hopeful hiring in December.

The Library has a graphic "slider" on the homepage of the website to promote the vacancy on the advisory board. Thorp attended the library's book group to talk about the vacancies. For the application that was submitted Thorp had a one-on-one conversation with the applicant and the next step is to present the application to the Board of Commissioners. Timeline is unknown for when that can happen.

The library is still not utilizing volunteers because of COVID restrictions. Solomon suggested that the library create kits for volunteers to pick up and do work at home like she does with the Children's Book Bank. Thorp likes the suggestion and will talk about its feasibility after we come back.

Bylaws:

Prior to the meeting Chair Sullivan sent the Board three links to different Library Advisory Board bylaws. Much of the bylaws would be transferable to us and then we can spend time talking about the last 40% that needs to be carefully considered by this group. Keep it clear, keep it simple. Thorp said that she would continue to work on finding out requirements from the County.

Discussion was had about whether we needed to meet in December and the group decided to meet. Next meeting December 8.

Meeting adjourned at 6:35pm.