



Library Advisory Board  
West Slope Community Library  
April 20, 2021 5:00-6:30pm

**IN ATTENDANCE:**

Lisa Tattersall, WCCLS Manager  
Kristen Thorp, Library Director  
Erin Sullivan, Chair  
Julie Solomon, Member  
Lois Hays, Member  
Amelia Nason, Member  
Joanne Treuhaft, Member  
Kristin Ingram, Member  
Thea Hart, Librarian

**Called to order: 5:06 pm**

**Introductions:** We welcomed new Board member, Amelia Nason! Each member shared their history with the West Slope Library.

**Meeting Minutes:** Motion to approve (Treuhaft) and seconded with revisions (Solomon). March's two subcommittee minutes approved as corrected.

Motion to approve (Hays) and seconded with revisions (Treuhaft). March meeting minutes approved as corrected.

**Agenda:** Motion to approve (Solomon) and seconded with revisions (Treuhaft). Approved.

**Collections Policy:** Update was given that one section needed to be corrected before adoption. Thorp shared that after discussion this group had, she sent the policy to County Counsel for review. Will discuss Counsel's edits at the next meeting before going to the board for adoption.

**Library update:** Items were being moved back into the library, inspections still needing to happen, unpacking and workflow design all need to be finished before we reopen. Thorp gave a summary of how the service we provide is tied to COVID risk levels and that the library would announce what in person services would be available closer to opening date.



Three offers were extended as the result of the Library Clerk recruitment. We will wait to recruit for the other vacancy until other vacancies are filled. As library recruiting continues the Advisory Board will stay informed of the process. The library is grateful for the feedback we received from members of the Board and other stakeholders about our hours of operation. The library will work on drafting a recommend to County Administration about the hours changes and update on that progress. The yearlong intergovernmental agreement process between WCCLS and member libraries continues, and updates can be viewed on [www.wccls.org/about/governance](http://www.wccls.org/about/governance). At this point the library will not be asking for volunteers in June with the return of in-person services.

**Bylaws:** History of the bylaws project was shared and discussion around the challenges of needing to write our own because of our unique governance in the cooperative. Articles 1-8 were discussed section by section.

- Article 1: Name
  - Library's official name unknown currently because it is listed differently in several places. The Library is working on finding the foundational documents.
- Article 2: Purpose and Responsibilities
  - Board of Commissioners acronym should be consistent throughout.
  - The Advisory Board will provide feedback on policies before going to Washington County for edits. Advisory Board adopts all policies.
  - Clarity needed after conversation about the reporting structure and whether to include the WCCLS Manager in the Library's bylaws. Tattersall will seek advice from County Counsel and report back.
- Article 3: Organization and Structure
  - Only Washington County residents may serve on the Board.
  - Updated language about removal of a Board member after discussion. "Any Advisory Board member who has three unnotified absences in a 12-month period may be automatically removed with the agreement of the Board Chair and the Library Director."
  - Define unnotified: "Members are expected to notify the board chair and the community library supervisor of an absence at least 48 hours before a scheduled meeting."
  - Change youth membership from "high school" to "high school or college"



- No bylaws changes needed but a discussion about terms:
  - “Terms of office” – Oregon law says terms are 4 years long, not three. Also specifies staggering terms. We need to figure this out so that we can make changes to be in compliance.
- Article 4: Roles and Officers
  - Change to “Posting the agenda prior to the meeting” – other language will be added to the procedure document.
- Article 5: Quorum and Voting
  - No questions or concerns.
- Article 6: Meetings and Procedures
  - 1A – the requirement is kept low but the ideal is to meet 6-10 times per year.
  - Streamlined the section about minutes and agendas to be basic. More detail in the procedures.
- Article 7: Liaisons to the Board
  - Will WCCLS Manager be in this section? Wait on advice from County Counsel.
- Article 8: Authority
  - Removing rules of order and putting the guidelines in the procedures’ document.

**Meeting was adjourned at 6:51 pm**