



Library Advisory Board Meeting Minutes
West Slope Community Library
March 16, 2021 5:00-6:30pm

In Attendance:

Kristen Thorp, Library Director
Erin Sullivan, Chair
Julie Solomon, Member
Lois Hays, Member
Joanne Treuhaft, Member
Kristin Ingram, Member
Christine Sorenson, Library Assistant

Called to order: 5:04 pm

Introductions: We welcomed new Board members, Kristin Ingram and Lois Hays! Each member shared their history with the West Slope Library.

Meeting Minutes: Motion to approve (Treuhaft) and seconded with revisions (Solomon). January minutes approved as corrected.

Agenda: Addition to the agenda was made to discuss Collection Development Policy. Motion to approve (Treuhaft) and seconded (Hays). Motion approved.

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. Revision process has taken a long time so a subcommittee was formed to specifically work on the draft with the goal of creating a guiding document for “what we do” and “how we do what we do”. Thorp shared that once the bylaws are complete, she will work with the County to go through the approval process with the Board of Commissioners.



Library Updates: This meeting marked the one-year anniversary of the library closing the building because of COVID-19. The floors needed to be repaired because when the old carpet was being removed, damage to the floor happened. Once the floor work is repaired, the carpet can be installed, electrical floor boxes can be installed, furniture can come back, inspections can happen, and then we can start unpacking books. West Slope Library is unique in that we will need to abide by Washington County facilities rules unlike other WCCLS member libraries.

Budget for next fiscal year will mostly be spent on personnel and materials for the collection. We are also setting aside money to work on new interior signage. That project will begin in the Fall.

Intergovernmental agreement process is underway for all member libraries in the cooperative. Library directors and their governing administrator meet monthly with WCCLS representatives to discuss funding based on the current or upcoming levy cycle. Our goal through this process is to have more sustainable funding for our library. Regular updates will be given to this group.

Collection Development Policy was drafted by librarians Brown and Hart with weekly meeting through the process with Thorp. Once completed it was sent to the library team and WCCLS leadership team for feedback and now it was with this group for feedback. It will go to County Counsel before being adopted by this Board. We will be using census data and past circulation data to help determine representation within the collections. We will also use data to determine how we spend money for the collections each year. Example: Our Adult DVD collection is the highest circulation collection at West Slope so more money will be given to that collection.

We have finished the Clerk's recruitment and have made offers to four people. They will be onboarded in remotely.

New business: it was proposed that this Board adopt a consent agenda. After a brief discussion it was agreed to try it for the April meeting.

Meeting was adjourned at 6:44 pm