



Library Advisory Board
West Slope Community Library
October 19, 2021 5:00-6:30pm

IN ATTENDANCE:

Kristen Thorp, Library Director
Julie Solomon, Chair
Lois Hays, Member

Amelia Nason, Member
Joanne Treuhaft, Member
Kristin Ingram, Member

Called to order: 5:05pm

Meeting Minutes: Treuhaft moved to approve meeting minutes and agenda. Seconded by Hays and approved.

Public Comment: No public comment

Consent Agenda: Treuhaft moved that we reestablished consent agendas after a discussion about their benefits. Seconded by Nason. Approved.

Bylaw changes from subcommittee meeting: Board reviewed edits prior to the meeting. Treuhaft moved to adopt the edits to the bylaws. Seconded by Hays. Approved.

Standard Operating Procedures: Solomon thanked the subcommittee for their work in developing the procedures.

- With discussion it was established that March would be a good time check in on goals.
- Developing goals for the Board would start in the prior year.
- Hays moved that we adopt the standard operating procedures. Seconded by Ingram. Approved.

SMART Goals for the Board:

- Finish bylaws (In process)
- Establish Standard Operating Procedures (accomplished)
- The library will take the lead in developing a resource book for each board member. Board members will provide input. (Work will begin after new year)
- Identify opportunities to increase Board's diversity (ongoing)
- Develop strategies for increasing community connection with the Board (ongoing)



Library Update:

- Hiring update: Three Library Assistants have been hired and we still have one vacancy that we are hoping to recruit for soon.
- Communications overview: WCCLS' role in patron communication is to share relevant big picture information to patrons and direct patrons to specific libraries for detailed and local information. West Slope Library uses tools such as our monthly newsletter, website, social media, and direct communications with patrons to communicate the happenings at our library.
- upcoming events and holidays: The Library has holiday closures coming up in November, December, and January. Website will be updated to reflect those changes. At this time we are still under COVID-19 guidance and do not anticipate in-person gatherings.
- Library service changes: In October we reintroduced express browsing but have kept the hold's pick up window operational. We will be working on expanding hours in November.
- update on the project's list: We've completed the goal of hiring our part-time library assistants, in the process of developing our emergency procedures, working to launch our Chromebook lending service, and we've launched our Staff Picks For You do great success.
- Newsletter feedback: The library changed the newsletter in July and the library sought feedback on the changes.

Meeting adjourned.