



Library Advisory Board
West Slope Community Library
September 15, 2021 11:00-1:00 pm

IN ATTENDANCE:

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

Called to order: 11:10am

Agenda: Subcommittee meeting to draft operation procedures for the WSCLAB. As the draft was being created edits to the bylaws were proposed (KI), seconded (JS), and approved.

Discussion around the need to develop an Board book for new members to help understand the roles and responsibilities of board as well as develop a lens for members to consider when engaging with the board. All agree that creating an “Board book” is essential. Group also created a parking lot document for items that needed further discussion with the full board that wasn’t related to this meeting’s agenda.

Drafting the Bylaws/Operation Procedures:

- Article I
 - No changes needed
- Article II
 - Added the phrase “may include” to roles and responsibilities to the bylaws to give flexibility to yearly goals. Yearly goals will follow SMART – Specific, Measurable, Achievable, Realistic, and Time-Bound.
- Article III
 - Details about absence notification removed from bylaws and added to the operation procedures document.
- Article IV
 - Changed schedule of officer voting to ensure new Chair is selected before terms expire
 - Removed some of the roles of officers from bylaws to be added to operation procedures



WEST SLOPE Community Library

3678 SW 78th Ave.
Portland, OR 97225
503.846.6416
westslopelibrary.org

- Article VI
 - Changed the schedule of determining yearly meetings from FY to calendar year based.

Meeting adjourned: 12:47p.m.