



# Services Committee

Meeting Minutes for

September 12, 2023

**1. Call to Order:** Chair Heniadis called the meeting of the McMillan Library Services Committee to order at 4:32pm.

**2. Open Meetings Declaration:** Chair Heniadis established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

### 3. Roll Call:

#### Committee Members:

Andrea Galvan

Evan O'Day

Kim Heniadis

Elizabeth St. Myers

Emily Kent

William Clendenning

#### Other Board Members:

~~Susan Feith~~

Ryan Austin

~~Scott Kellogg~~

Craig Broeren

~~Karen Schill~~

**Administration:** Katherine Elchert, Library Director; Claire Parrish, Assistant Director

#### Others in Attendance:

**4. Approval of Minutes:** A motion was made by W. Clendenning, second by K.Heniadis to approve the minutes of the August 8, 2023 Services Committee meeting. Motion to approve carried by unanimous vote.

**5. Bulletin Board Policy:** Clendenning noted that the library is in line with other government agencies in having an up-to-date policy. Procedural specifics will be discussed with staff to ensure they feel empowered to make decisions on their own. Kent asked about political advertisements, and the committee clarified that as long as it's non-partisan, it would be allowed.

**E. St. Myer motions to approve and send on to Library Board; E. Kent seconds; Motion carried by unanimous vote**

### 6. Inclusive Services Statement and Guide

#### - Sections 1-3

Galvan commented that the library has made some good changes ie. new shelving that is lower. Heniadis added that the lower desk added to the service desk is accessible for children and wheelchairs. Clendenning asked about updating/who does it/when on the Inclusive Services Guide and Elchert shared that DPI and South Central are going to review the Guide to update as needed.

- **Section 1:** Heniadis inquired about what support was provided by the state and system in implementing the changes, Elchert explained that there are staff at the system level who can provide support.

- **Sections 2:** Overview of who was involved in the creation of the document



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- **Section 3:** Review of each point, many are in progress or need to be addressed. Two areas the library has met are that by-laws are written in gender neutral language and the meeting spaces are adequate. Heniadis would like library staff to add the by-laws to the website as soon as possible to help address several points in section 3.

*W. Clendenning left at 5:25p.m.*

Kent would like the committee to determine what areas of demographics are lacking in representation on the board, why they are, and how those can be addressed in the future. Elchert will bring demographics to the next services meeting, advertise those needs in the future.

### **b. Sections for other McMillan Library Committees**

Elchert and O'Day compared notes on which committee will review each sections:

#### **Section 4**

- Services: collections, programming, services

#### **Section 5**

- Building: outdoor spaces, indoor spaces, computers and technology, collection spaces, restrooms, staff areas
- Services: meeting room/event space will be under services; access, library card, online access
- Personnel: staff areas

#### **Section 6**

- Services: Community engagement, marketing
- Finance: funding
- Personnel: self care; inclusive culture

Heniadis recommended that the committee meets in November and January to give time for library staff to adequately prepare next policies: Emergency Closures and Display/Exhibit/Programming.

### **7. Mission Statement**

The mission statement has been commented on as vague, thought that it could be a tool to use with council during budget time. Elchert would like to get the policies in place and Inclusive Services assessment completed before turning to the mission statement, as that work will inform the board on what the new mission should be. Kent noted that the mission statement was brought up as a focus area after not being able to tackle the service plan in order to have something that specifically states what the library does. The Board and Services Committee will take the lead on furthering the discussion around the mission statement, revisit as a committee in November, as a whole in January.

### **8. Adjournment: Chair Heniadis adjourned the meeting at 6:30p.m.**

**Respectfully Submitted: Claire Parrish, Assistant Director**