

Community Learning Center Advisory Committee Agenda

Thursday, January 25, 2023

4:30 p.m.

Community Learning Center Meeting Room, 5647 Broad Street

- 1) Call to Order
- 2) Compliance with open meeting laws
- 3) Approval of the Minutes: NONE
- 1) Public Comments
- 2) Unfinished Business: NONE
- 3) New Business:
 - a) Discussion and necessary action regarding the Community Learning Center Advisory Committee and related operational documents
MEMO
ATTACHMENTS (CLC Operational Agreement, CLC Advisory Committee Operating Policies)
- 4) Correspondence
- 5) Library report
- 6) Park and Recreation report
- 7) Committee report
- 8) Committee calendar
- 9) Discussion
- 10) Adjournment

Persons wishing to address the Board are asked to register with the meeting secretary by providing their name and address for the record, limit their comments to only one (1) time in order of registration when others are waiting, and limit their comments to three (3) minutes, or five (5) minutes if representing a group of persons. Comments shall be limited to a period not to exceed sixty (60) minutes for period one (1) and thirty (30) minutes for period two (2). The Board can only discuss matters listed on the agenda.

In an effort to make public meetings accessible to everyone, upon reasonable notice, the Village will attempt to accommodate the needs of persons with disabilities through sign language interpretation or other auxiliary aids. For additional assistance, please contact the Greendale Public Library at 423-2136

Compliance with Open Meetings Laws: A quorum of the Village Board of Trustees may be in attendance but no formal Village Board action will be taken.

cc: CLCAC, Village Manager, Assistant Village Manager, [Media](#)

Post: Village Hall, Safety Center, Library, Village Webpage

Agenda Item: Discussion regarding the Community Learning Center Advisory Committee and related operational documents

Summary

The Community Learning Center (CLC) is a partnership between the Greendale Public Library, the Greendale Health Department, and the Greendale Park and Rec Department. The CLC Directors desire to continue building a stronger collaboration between departments by increasing efficiencies and reducing duplication and confusion. We are requesting that the CLC Advisory Committee review previously approved documents that should be guiding the operations of the CLC and provide feedback regarding future practices.

Background

There are two documents that provide direction regarding the CLCAC: the Community Learning Center Operational Agreement and Community Learning Center Advisory Committee Operating Policies.

In 2012/2013, the Community Learning Center Operational Agreement formalized the creation of the Community Learning Center Advisory Committee (CLCAC). This committee is charged with developing and recommending policies for the Community Learning Center, and establishing policies. This committee is comprised of 6 members;

- President of the Library Board
- Library Director
- School Superintendent
- Park and Recreation Director
- Village Manager
- Village Public Health Director

Current Status

The CLC's mission is: *To be an educational and community partnership that will strengthen our Village through relationship building, emerging efficiencies, greater public service and enhanced educational opportunities.* (CLC Advisory Committee Operating Policies mission statement Article I Section 2).

A 2022 community survey with 110 respondents gave a rating of 4 starts (of 5) to the statement: "The CLC brings together government services and resources in a way that I find convenient." The community has benefitted from collocation of individual departments with complimentary natures. And the individual departments have benefitted from improved inter-departmental communication, cross-marketing of services, and a feeling of staff cohesion. However, the departments have for the most part continued to be just that: independent operations. Only over past 1-2 years have the CLC departments steadily increased collaboration and cooperation in ways that reflect some of the original vision for the CLC.

We have been working towards reducing duplication of public services and opportunities through inter-departmental communication and increasing efficiency through collaboration.

Examples

- Participating in monthly CLC director's meetings
- Increasing coordination of programming through the Greendale Park & Recreation Guide
- Quarterly collaborative display and programming about certain topics

Recommendations

Review of charter documents and possible revisions

1. The CLC Operating Agreement and CLC Advisory Committee Operating Policies, though developed contemporaneously and complimentary in purpose, conflict in some ways. This should be resolved.
2. The CLC Advisory Committee Operating Policies have not been followed as written. They seem to be unnecessarily proscriptive based on actual experience. We've found over the past 5+ years that the CLC departments function well without so much formal oversight and that a more simplified operational structure would be preferable to the one proscribed.
3. Formalize increased independence for CLC department directors to manage operations rather than the full 6-person CLC Advisory Committee.
4. Consider opportunity for consolidating these two documents?

Discussion of establishment of CLC policies

1. Formal CLC policies should be established to adopt responsibility for them from the Library, give the CLC Advisory Committee authority to manage them, as give all departments authority to enforce them. These policies include the Code of Conduct, Notices and Solicitations, Community Meeting Room, Unattended Children, Photos/Press/Audio recording, among others.

In conclusion, while the CLC has provided various benefits to the community, there is room for improvement in terms of increasing collaboration and cooperation between departments while reducing duplication of public services and opportunities. The establishment of formal CLC policies and a more simplified operational structure would be a step in the right direction towards achieving these goals.