

WCCLS Policy Group Meeting Minutes

Thursday, January 31, 2019 | 10:00 am – 12:00 noon

Aloha Community Library Meeting Room

17455 SW Farmington Rd, Suite 26A, Aloha OR

Voting Members

Aloha	Terri Palmer	Hillsboro	Karen Muller
Banks	Denise Holmes	North Plains	Will Worthey
Beaverton	Glenn Ferdman	Sherwood	Adrienne Doman Calkins
Cedar Mill	Peter Leonard	Tigard	Halsted Bernard
Cornelius	Karen Hill	Tualatin	Jerianne Thompson
Forest Grove	Colleen Winters	West Slope	Veronica Eden
Garden Home	Molly Carlisle	Non-public libraries (1 shared vote)	Candii Dana (Tuality) Dan Kelley (OCAC)

WCCLS Staff: Lisa Tattersall, Crystal Trice

Other Member Library Staff: Angelica Novoa De Cordeiro

1. Call to Order, Introductions, Agenda Changes

Holmes called the meeting to order at 10:04. No additions to agenda.

2. Consent Agenda

Doman Calkins asked to modify the December 13, 2018 minutes to include Sherwood Public Library sharing. Worthey motioned to adopt the Consent Agenda, as modified. Dana seconded the Motion.

3. Review and Discussion

A. Data Quality Policy from WUG

Members had discussion about enforcement of the policy. All members indicated they will be able to meet the policy requirements and will assume best intentions from other libraries. Worthey mentioned that the policy should bring consistency to work already being done by libraries. Thanks were expressed for the work that went into the policy and the cleanup timeline. Doman Calkins motioned to move the policy from a discussion to a decision item. Bernard seconded the Motion. Motion passed unanimously. Winters motioned to approve the Data Quality Policy. Carlisle seconded the Motion. Motion passed unanimously.

B. WCCLS FY19-20 Budget

Tattersall reviewed the budget handout. Members shared suggestions to help clarify the report for the Executive Board: including a WCCLS-wide overview of significant changes, and personnel cost breakdown. Carlisle motioned to recommend the budget to the Executive board. Worthey seconded the Motion. Motion passed unanimously.

C. Online Fine Payment Report

In their last meeting, the Executive Board requested more details about fees involved with online fine payment. This report includes those details, and Tattersall will find out the Envisionware threshold for monthly transaction fees. Members suggested adding more context to the report for Executive Board, including the amount of fees collected county wide, the difficulty of breaking out fees by library, and a reminder that online fine payment is intended as a service, not a revenue generator. The Polaris first year charges will not occur in future years. Holmes suggested that after the Executive Board's initial decision about how to allocate funds, they may want to review this information annually.

D. Draft proposal to eliminate the processing fee, to Executive Board in February

Tattersall thanked Bernard and Sylvia Lee for their work on the draft proposal. Proposal will include clarified language “stop waiving overdue fines *related to lost or damaged items*” and a change from “patron charge” to “*fees assessed.*” There will be follow-up policy and procedure changes if the Executive Board approves the proposal.

4. Coalition of Communities of Color (CCC) Research Justice Report Discussion

Goal for today is to start a discussion about what we have learned from the report. This will be an ongoing conversation for the group.

- Ferdman suggested bringing in an expert in this field to facilitate future Policy Group discussions and to help develop a shared language and understanding.
- Hill suggested developing a lens of equity toward reducing barriers and develop best practices.
- Holmes and Thompson said that the conversation should not end with Policy Group, as this work touches all staff members. Examples include collection development, volunteers, board development, programming, and hiring.
- Ferdman, Muller, Doman Calkins and Dana volunteered to draft a memo to the WCCLS Executive Board outlining the Policy Group’s support for the CCC report and efforts towards the report’s calls to action.

5. Important Announcements & Round-the-Table Focused Sharing

What is one thing you’ll take back to your organization from today’s meeting?

- Many members expressed excitement about the approved Data Quality Policy, as well as the Processing Fee Elimination Proposal to the Executive Board
- Members will also share the news about no WCCLS “MiniCon” this year, previously shared by an email from Tattersall
- Additional sharing:
 - Sherwood: will soon approve a new Collection Development Policy that includes their Library of Things
 - Garden Home: waiting on permit from City of Beaverton to start expansion project construction
 - North Plains: changed one of their job descriptions to include data integrity
 - Cornelius: moving the library to its new location, using all volunteers. Soft opening is February 25. Grand Opening is March 30.
 - Cedar Mill: Mandarin storytimes have been bringing in 30-40 children plus parents and grandparents. This is part of WCCLS’ Multilingual Storytimes project.
 - Forest Grove: Received \$100,000 bequest to their Foundation
 - Ferdman: Due to the new Central Sorter AMH, and their own AMHes at Beaverton, they have been able to restructure staff to now be able to do more outreach in the community
 - OLA legislative day on February 12 is [a specific process](#)

The meeting adjourned at 12:01

Minutes prepared by Crystal Trice