Minutes	Meeting: Policy Group
FINAL	Location: Hillsboro Brookwood Library, Board Room
	2850 NE Brookwood Pkwy, Hillsboro

Attendance

Aloha Community Library: Terri Palmer

Banks Public Library: Denise Holmes, Chair

Beaverton City Library: Glenn Ferdman

Cedar Mill Community Libraries: Peter Leonard

Cornelius Public Library: *absent*

Forest Grove City Library: Colleen Winters

Garden Home Community Library: Molly Carlisle

Hillsboro Public Library: Stephanie Chase

North Plains Public Library: Will Worthey

Oregon College of Art and Craft Library: *absent**

Sherwood Public Library: Adrienne Doman Calkins, Vice-Chair

Tigard Public Library: Teresa Ferguson

Tualatin Public Library: Jerianne Thompson

Tuality Healthcare Library: *absent**

West Slope Community Library: Veronica Eden

WCCLS: Lisa Tattersall

Guests: Crystal Trice, Karen Muller, Ruth Osuna

* Non-public libraries share one vote

Call to Order, Introductions, Additions to the Agenda:

Holmes called the meeting to order at 10:02. No additions to agenda. New Deputy County Administrator for Washington County, Ruth Osuna, attended to learn more about libraries in Washington County.

Consent Agenda:

Chase motioned to adopt the Consent Agenda. Doman Calkins seconded the Motion. Passed.

Report from WCCLS Executive Board:

Tattersall reported that the Executive Board recommended the proposed budget to the Washington County Board of Commissioners.

The Executive Board voted to eliminate the processing fee, effective March 1. WCCLS Automation will do the work in Polaris to turn it off tomorrow, with email following. Tattersall will remove the

processing fee from the Washington County fee schedule. Policy Group discussed that this change includes not waiving the overdue fine for lost materials, but libraries can still negotiate fees with patrons and use discretion to waive fines. WCCLS staff will draft necessary policy changes for the next Policy Group meeting.

The Executive Board appreciated receiving an update about online fine payment, and will examine six months of data at their April meeting.

Polaris Leap:
Polaris Leap will be available for staff to use in June, with Staff Wi-Fi. There's currently no offline mode or RFID integration for Leap. Libraries will still need to have staff client on at least one workstation in each library.

Members requested that WCCLS staff to research what it would take to be able to use Leap at outreach (e.g. Farmer's market library card signups). They also asked if WUG could brainstorm internal uses for Leap at libraries.

School Access Team (SAT) update & discussion about school partnerships:
The goal of the SAT is to have a one-stop-shop internally to handle work from member libraries with school initiatives; it is an internal response team. Members requested the School Initiatives one-pager as a PDF to share with stakeholders. Members expressed a desire for WCCLS to communicate at a high level with school districts about things they should know (e.g. no juvenile fines).

Members shared local school initiatives and challenges. Common initiatives include working with individual schools to provide teacher training or student programs, library tours, classroom visits, Oregon Battle of the Books support, and after school program support. Common challenges include not enough staff time to do more partnership work and busy school district staff.

A Policy Group subcommittee is working to develop consistency on how libraries give General cards to youth.

Renewal limits, automatic renewals, and ALA's "Resolution on Monetary Library Fines as a Form of Social Inequality":
- Members discussed other data they want to gather before having a bigger discussion. WCCLS staff with gather data from other library systems.
- Temperature check was positive about continuing discussions regarding exploring eliminating library fines in future

Review of on-going/upcoming work and planning future agendas:
- Coalition of Communities of Color report next steps: Invite an Oregon Humanities facilitator/speaker to a Policy Group training, not at a regular business meeting.
- Next steps from the Policy Group retreat: Chris Trani will come back to do two sessions.
  1) How to have difficult conversations, building on the work done in the retreat with the DISC assessment
  2) Practice those skills with a facilitated discussion around accountability, perhaps this summer
- Policy Group subcommittee is working on how libraries give General cards to youth.
- Core Competencies subcommittee will convene on Friday, March 29.

Strategic planning update:
- Please fill out the survey; deadline is next Friday, March 8. The survey includes a section on committee effectiveness.
- Coraggio Group is completing 25 one-on-one interviews with Washington County executives, Executive Board members, some Policy Group members, and community partners.
- They will develop an insight report based on what they learn through the interviews and survey, which will be shared at the strategic planning retreat on march 19. Thirteen member library staff (one from each library) and thirteen WCCLS staff will attend the retreat, from various work groups and roles.
- A 7-member strategic planning committee will then convene to work on strategic directions.
- We may have focus group meetings to share out iterations of the plan for continuous feedback.

Important Announcements & Round-the-Table Sharing:
- WSL: Manager Veronica Eden is retiring March 29, 2019
- TUL: Hired new Access Services Supervisor
- BCL: Converting computer classroom to a makerspace and adding three study rooms
- SPL: Adding power/data in some new spots in the library with Pool 2 funds; beginning Stage 2 of Library of Things, including a public survey
- TPL: Reinvigorate teen space; adding video games and "binge boxes" to their collection; hope to open their local history room to the public
- GHL: Permit was approved, and demolition started last Friday
- CML: Bethany annex is in the permit phase; Comcast is ahead of schedule, thanks to Sylvia Lee for her work on this
- NPPL: The North Plains City strategic plan includes expanding the library
- ACL: Now has Wi-Fi in the Community Room, thanks to Josh Chilcott

Task review

- ❏ WCCLS staff work on P&Ps related to processing fee elimination
- ❏ WCCLS Automation staff will research possibilities for using LEAP for outreach
- ❏ WUG will research internal library efficiencies with LEAP
- ❏ Tattersall will send the School Initiatives handout to Policy Group after it is posted on the Extranet
- ❏ The WCCLS School Access Team will consider developing county-wide messaging for school staff
- ❏ WCCLS staff will gather more data and research about renewal limits for the April Policy Group meeting
- ❏ Tattersall will email data about removing juvenile fines at WCCLS to Policy Group

Adjourned: 12:02 PM

Submitted by Crystal Trice