

**Minutes      Public Meeting: WCCLS Executive Board****Final**      Location: TVF&R Fire Station 17 | [31370 NW Commercial St., North Plains, OR 97133](https://www.wccls.org/locations/north-plains)Time & date: Wednesday, January 22, 2020, 1:15 pm – 2:15 pm

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**Attendance**

Aloha: Jean Doane

Banks: Jolynn Becker

Beaverton: Michelle Caldwell for Abigail Elder

Cedar Mill: Peter Leonard

Cornelius: *absent*Forest Grove: *absent*

Garden Home: Anna Heinrich

Hillsboro: Simone Brooks

North Plains: Andy Varner, Vice Chair

Sherwood: Joe Gall

Tigard: Marty Wine

Tualatin: Sherilyn Lombos

West Slope: Doug Bigelow

Washington County: *absent*

WCCLS: Lisa Tattersall

Guests: Kristen Thorp, Michael Clark, Katie DuBrutz, Robin Doughty, Denise Holmes, Colleen Winters, Stephanie Chase

**Call to Order, Introductions, Additions to the Agenda:**

Chair Varner called the meeting to order at 1:16 pm. Group welcomed Michael Clark, new Senior Financial Analyst for WCCLS. No additions to the Agenda.

**Consent Agenda:**

Bigelow motioned to adopt the Consent Agenda. Wine seconded the Motion. Passed.

**New Meeting Schedule for 2020**

Tattersall shared next year's schedule. Tattersall suggests meeting every other month in 2020 with the same start time. Varner noted that the March meeting may need to be cancelled due to spring break scheduling. No other concerns or questions were raised.

**WCCLS Re-organization and Recruitment Updates**

Tattersall shared document summarizing re-organization. Changes will take effect February 10. FTE will remain the same and re-organization will aid supervisors in their workload.

## **Review of FY 22 – FY 26 Draft Levy Proposal**

Tattersall shared a document and summarized the levy proposal. Tattersall will provide a formal presentation to the County Board of Commissioners (BOC) on January 28.

### Key points:

- Revenue is expected to go up due to increased assessed value across the county
- Proposed increase of 3.0 FTE for WCCLS to further support the continued growth at member libraries
- Proposed increase funding allocated to digital collections to support our patron's growing interest in digital checkouts
- Proposed increase of payments to member libraries from 3% annually to 4% annually and increase special payments

Tattersall shared that the Executive Board will need to have a discussion in the future regarding operating expenditures and the ending fund balance. Tattersall and Elder will discuss when to put the topic on a future agenda.

The group discussed details of the proposal and decided to give formal support and approval by voting. Lombos motioned that the Executive Board support and recommend the approval of the local option levy to the BOC. Wine seconded. Passed unanimously. Tattersall shared that she would update her presentation to the BOC to include support by the group and will send out the agenda. Heinrich asked if Tattersall needed Executive Board members to attend the BOC meeting. Tattersall welcomed attendees but noted that it is not necessary.

## **Review of Next Steps and Upcoming Activities for Levy**

Tattersall shared key dates for the Library Levy and advised the group that the County is coordinating public outreach. The Public Safety Levy will be presenting at the same time as the Library Levy for many of the events. Varner asked for details on some of the venues. Tattersall shared that these events would be for non-profits, Elks, Rotaries, NAC, county CPOs, city council meetings, etc.

Doane asked if levy materials would be printed in languages other than English. Tattersall confirmed that some print pieces would be in other languages in addition to English. Tattersall added that there would likely be a mass information mailing and has made a suggestion to the County to reach out to culturally diverse groups.

**Next meeting:** March 25, 2020 – Location TBD

**Adjourned:** 1:55 pm

*Submitted by Katie DuBrutz*