

Minutes Public Meeting: Policy Group
FINAL Location: Hillsboro Public Library Brookwood | 2850 NE Brookwood Pkwy, Hillsboro
Time & date: Thursday, July 25, 2019, 10:00 am – 12:00 pm

Attendance

Aloha Community Library: *absent*
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: Linda Osuna, Stephanie Chase
North Plains Public Library: Eric Danko
Sherwood Public Library: Adrienne Doman Calkins
Tigard Public Library: Halsted Bernard
Tualatin Public Library: Jerianne Thompson
Tuality Healthcare Library: *absent*
West Slope Community Library: Terisa Brown
WCCLS: Lisa Tattersall
Guest: Crystal Trice

Call to Order, Introductions, Additions to the Agenda:

Holmes called the meeting to order at 10:02. Danko volunteered to be timekeeper. No additions to agenda.

Consent Agenda:

Loenard motioned to adopt the Consent Agenda. Thompson seconded the Motion. Passed.

Discussion: “You saved” receipt message

In the Policy Group May meeting, members discussed the idea of sharing the monetary value of checkouts with patrons. WUG discussed this Polaris feature, recommending it to Policy Group for review. Tattersall reviewed the agenda handout, which summarizes the feature. The group suggested the feature be turned on August 12.

Discussion: Budget for FY20

Members shared their library’s top three projects or priorities for FY20, as well as how their budget compared to previous years.

- TPL: refreshing technology room to be more modular, auditing all public-facing technology to determine replacement needs, increasing staff development budget significantly
- HPL: kicking off Tiny Branches today, implementing digital makerspace at Shute Park soon, starting new “Readables” collection with lower-literacy, popular titles
- SPL: adding tools to Library of Things (including hot spots), diversifying large print and youth services collections, adding new formats for youth talking books, replacing public computers and adding OPAC and content creation station, programming with 3D printer, adding new self-checkout in Children’s section
- FGL: planning 110th anniversary in October, finishing some strategic plan objectives (space evaluation, Library of Things). Slight increase to materials budget.
- GHL: improving the Annex with a desire to start renting it out, writing a grant for technology upgrades, improving staff and board orientation and training
- ACL: strategic planning, huge emphasis on fundraising, internal equity team
- COR: hiring and maintaining staff, trying to get to “normal” with workflows and procedures in a much bigger space, establishing reliable routine of programs so that they are able to put more energy into special programs
- NPPL: creating dedicated shelving space for world language materials, upgrading staff machines, strategic planning
- WSL: making the front area of the library more welcoming, replacing furniture to be more flexible
- CML: figuring out how to manage Annex, evaluating software for online meeting reservations, looking at staffing models and classifications, upgrading PCs. Additional funding from Jumpstart for the Annex.
- BCL: converting computer classroom to makerspace, evaluating space for additional meeting rooms, weeding Ready Reference collection and then moving it to circulating collection, working with Hatfield School Fellow from PSU to help develop a DEI program, hoping to implement a coffee service.
- TUL: converting area of the library into a makerspace, refreshing furniture in children’s area, and stepping up outreach. Voluntarily reduced collection budget to help fund makerspace.
- BAL: replacing staff and public computers, continue implementing strategic plan, celebrating 100 year anniversary of the City of Banks, working more with the schools. Available funds are down.

Discussion: WCCLS Strategic Planning Update

- The plan was approved at yesterday’s Executive Board meeting!
- Executive Board members were positive about the plan and process, and understand how the elements of the plan work together.
- Kudos to Leonard for sharing strategic imperatives in an engaging way

- Coraggio launched a conversation with the Executive Board about how they would like to function as a board moving forward. They discussed onboarding, helping elected officials know more about the library, the purpose of the Executive Board, and the desire to be a focus group to bounce ideas off of before going to the public
- We will explore a joint meeting with Policy Group and the Executive Board in future
- Next steps for strategic planning include writing a short narrative to accompany the plan and a webinar for member library staff about the strategic plan.

Discussion: Committee Housekeeping

A Policy group retreat in October will focus on conversations about change and/or conflict, facilitated by Chris Trani. More details to come.

The Vice-Chair nominating committee will be Holmes and Doman Calkins this year, to simplify the process.

Lynda/LinkedIn discussion

Members discussed the privacy concerns raised by ALA in recent weeks. Tattersall shared that WCCLS is staying in contact with our LinkedIn representative and other library systems to monitor this concern. WCCLS is also working with the vendor to ensure that authentication will be secure for patrons.

Adjourned: 11:58 AM

Submitted by Crystal Trice