

Agenda Public Meeting: WCCLS Executive Board

Location: Hillsboro Civic Center, Conf. Room 431 | [150 E. Main St., Hillsboro](#)

Time & date: Wednesday, September 25, 2019, 1:15 pm – 2:30 pm

1:15	1. Call to order & introductions	VanderZanden
1:20	2. Consent agenda [motion/vote] 2a. Minutes from the July 2019 Executive Board meeting 2b. WCCLS Monthly Report for August 2019 (also online!)	VanderZanden
1:25	3. Vice-Chair/Chair-Elect for WCCLS Executive Board	VanderZanden
1:35	4. WCCLS Governance, Funding and Levy 101 <i>Presentation and interactive discussion</i>	Tattersall
2:30	5. Adjourn	VanderZanden

Future Meeting Dates and Locations

We may add meetings as needed, especially for the upcoming May 19, 2020 levy

2019

November 20 Clean Water Services: 1:15 pm – 2:15 pm

2020

February 26

March 25

May 27

September 23

November 25 (?)

Intentionally left blank

Minutes Meeting: Executive Board
DRAFT Location: Tualatin Valley Water District | 1850 SW 170th Ave., Beaverton
Time & date: Wednesday, July 24, 2019, 1:15 pm – 3:00 pm

Attendance

Aloha: Jean Doane

Banks: Jolynn Becker

Beaverton: Abigail Elder

Cedar Mill: Peter Leonard

Cornelius: *absent*

Forest Grove: Jesse VanderZanden, Chair

Garden Home: Anna Heinrich

Hillsboro: Simone Brooks

North Plains: Andy Varner

Sherwood: Joe Gall

Tigard: Marty Wine

Tualatin: Sherilyn Lombos

West Slope: *absent*

Washington County: *absent*

WCCLS: Lisa Tattersall

Guests: Beau Bennett, Molly Carlisle, Adrienne Doman Calkins, Eric Danko, Denise Holmes, Michael Kosmala, Stephanie Lind, Terri Palmer, Crystal Trice, Courtney Sheedy, Jerianne Thompson, Colleen Winters

Call to Order, Introductions, Additions to the Agenda:

Chair VanderZanden called the meeting to order at 1:20 pm. No additions to the Agenda.

Consent Agenda:

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

Review & approve the WCCLS strategic plan

Bennett reviewed the strategic plan project plan timeline and engagement summary.

Tattersall shared definitions within the plan:

- WCCLS = 36 staff members in central support, a department of Washington County
- Member Libraries = 13 independent libraries that WCCLS partners with and supports
- Cooperative = is WCCLS together with the libraries

Goals for the strategic planning process were: to improve role clarity, create a decision making tool, address equity & inclusion, continue support for libraries, and use a collaborative process.

Tattersall reviewed the clarity elements of the strategic plan: vision, mission, values, reputation, and position. Several members shared kudos for the clarity elements and how they work together.

Leonard reviewed the focus and action elements of the strategic plan: imperatives, objectives, and initiatives. Members discussed clarifying questions and shared positive feedback on this section of the plan.

Holmes shared thoughts discussed in the last Policy Group meeting about what they are most looking forward to in the new strategic plan.

Tattersall shared next steps after the strategic plan is approved, including sharing the plan with the Washington County Board of Commissioners, developing an implementation plan with Coraggio's expertise, and sharing regular updates of the plan.

Varner motioned to approve the WCCLS Strategic Plan. Heinrich seconded. Passed.

Discussion: role of the Executive Board with the new plan

Facilitated by Michael Kosmala and Beau Bennett, The Coraggio Group

What does the Executive Board want to keep in mind as the plan is implemented? Does this affect how you want to operate together as a board?

- Keep the plan in front of our eyes – tie future actions to the plan
- There is some confusion about the Executive Board role. What does WCCLS want from us?
- Share information with City councils and other elected officials
- More alignment with equity work done in communities. Libraries are leaders in this work.
- More sharing of work done by Policy Group that can inform Executive Board decisions
- When should we look at things from the County perspective, instead of City or Organization
- More onboarding to the Executive Board
- Executive Board can have a role as a focus group, as a first group of non-library people to review information before it goes to the public
- The group is open to other meeting times and formats, including an annual joint meeting with Policy Group

Adjourned: 2:34 pm

Submitted by Crystal Trice

WCCLS Monthly Report: Position and Values | August 2019

Funding

We secure and distribute the primary funding for countywide public library service.

- The Washington County Board of Commissioners have targeted May 2020 for when the Library Local Option Levy will be on the ballot. The [current Levy](#) will expire in June 2021, and provides 40% of WCCLS funding.
- WCCLS applied for a 2020 Ready to Read Grant from the State Library to support the importance of play in learning and development at member libraries.

Infrastructure Support

We provide technology and logistics support to ensure equitable access to library materials and services.

- Staff prepared over 20 individual statistical reports and instructions with WCCLS data that our member libraries need to complete the required State Library of Oregon annual report.
- Tuality Healthcare Library [permanently closed on August 12](#). Thirteen WCCLS staff worked to close the library efficiently and successfully, completing over 150 discrete tasks.

Direct Service

We provide services to the public that are more effectively delivered at a county level.

- Kanopy has expanded their collection of [The Great Courses](#), and overall usage continues to grow. Users enjoyed over 12,000 films and series in August.
- 5,651 people registered for Adult Summer Reading, a 29% increase over 2018. Survey highlights:
“It was fun! I liked showing my kids that I was doing the program with them.”
“It was so fun to get an interesting email every week! I’m surprised how sad I am that it’s over!”

Marketing & Communications

We develop and deliver messaging that drives awareness of the value that WCCLS and libraries provide to their communities.

- WCCLS promoted Mango Languages on social media and saw the number of hours spent on Mango double from the previous month!
- Marie Martin created two timely pages for the WCCLS website: [7 Free Library Card Perks You Should Know About](#) and [Celebrate Hispanic Heritage Month](#).



Leadership & Training

We identify common goals and provide training resources to ensure a consistently exceptional patron experience.

- Lisa Tattersall presented a webinar to member library staff about our new WCCLS strategic plan.
- Katie Anderson created a 10-minute training about [Libby](#) for library staff to share with teachers.
- Three WCCLS staff members have begun leadership roles with the Oregon Library Association.

Values-in-action

Our values are: Accountability, Collaboration, **Inclusion**, Innovation, Stewardship

[Homebound](#) staff mail and recommend books, serving approximately 380 county patrons who cannot visit the library in person. Some patrons return their mail bags with special notes of thanks. Marilyn called her bag “The Green Pouch of Literal Literary Happiness”. These deliveries help patrons feel part of WCCLS’s vision for a curious, engaged, and literate community where everyone is welcome and thrives.

