

Minutes Public Meeting: WCCLS Executive Board
FINAL Location: Clean Water Services | 2550 SW Hillsboro Hwy, Hillsboro, OR 97123
Time & date: Wednesday, November 20, 2019, 1:15 pm – 2:15 pm

Attendance

Aloha: Jean Doane

Banks: Jolynn Becker

Beaverton: Abigail Elder, Chair

Cedar Mill: *absent*

Cornelius: Rob Drake

Forest Grove: Jesse VanderZanden

Garden Home: Molly Carlisle for Anna Heinrich

Hillsboro: Simone Brooks

North Plains: Robin Doughty for Andy Varner

Sherwood: Joe Gall

Tigard: Marty Wine

Tualatin: Sherilyn Lombos

West Slope: Doug Bigelow

Washington County: Ruth Osuna

WCCLS: Lisa Tattersall

Guests: Adrienne Doman Calkins, Jerianne Thompson, Kristen Thorp, Denise Holmes, Terri Palmer, Glenn Ferdman, Halsted Bernard, Katie DuBrutz

Call to Order, Introductions, Additions to the Agenda:

Chair Elder called the meeting to order at 1:24 pm. No additions to the Agenda.

Consent Agenda:

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

Vice-Chair/Chair-Elect for WCCLS Executive Board

Elder called for nominations for Vice-Chair/Chair-Elect. VanderZanden nominated Andy Varner.

Drake seconded the motion. Passed.

WCCLS Strategic Plan Updates

Tattersall shared document and gave updates. WCCLS is well under way with Initiatives L and M. Additional planning with Coraggio Group is scheduled for December 12.

Initiative L: Align committee structure and charters with strategic direction

- Policy Group has agreed to pause committee meetings for the next six months, starting in December. A group will form to review where the next steps should lead with committees in the future. Tattersall will update group once decisions are made.

Initiative M: Evaluate and optimize structure and function of WCCLS work groups and teams

- Tattersall has created a new Department Communications Coordinator position and a Marketing and Communications Team. The new Department Communications Coordinator will supervise the current Program Coordinator, a content creator position, and a part-time Graphic Designer. This new team will help WCCLS serve three objectives and two initiatives from the newly formed Strategic Plan.

WCCLS Local Option Levy Updates

Tattersall updated the group on the Local Option Levy. Voter polling is currently underway. Tattersall will continue to provide orientations at the libraries on the WCCLS governing structure.

FY 21 Budget Process

Tattersall shared that the order of sharing the WCCLS budget would have a different timeframe this year. The budget will be presented to the Executive Board in March instead of January. Tattersall shared a timeline of the FY21 budget and noted the changes.

Pool 2 Distribution

Tattersall shared that WCCLS was able to save money last fiscal year, resulting in \$500,000 available to share for Pool 2. The board can choose to disperse between the libraries this year or roll it forward to next year.

The group discussed options, including the timeline to make the decision and timeline for spending, which libraries would benefit from payments this year, and whether money should be used for a central need. Tattersall shared that dispersal of funds would also need to be approved by the County Board of Commissioners, and that a central need for e-book funding is always present. However, any unspent funds from WCCLS internally can also be allocated to e-books.

Both Carlisle and Doane shared that their respective library would benefit greatly from dispersal this year, instead of rolling it into next year.

Tattersall reviewed the formula for distribution and noted that per the IGAs, there is no timeline for spending once dispersed to the libraries.

General consensus of the group was that if some members feel strongly toward distribution this year and there are no objections, then distribution should occur.

Osuna shared that if a decision is made today dispersal could be put on the next County Board agenda scheduled for December 17. Dispersal would then occur in January. Lombos motioned to disperse the \$500,000. Gall seconded. All were in favor. Passed unanimously.

Approach to FY 22-FY26 Local Option Levy Proposal Draft

Tattersall shared handout. The target election day is May 19, 2020. Due to the timeline, and because the levy will be up for vote before the current levy expires, the final proposal will not be ready for the Executive Board before it is submitted to the County in early January.

Board thought it was prudent to note that the levy estimates in the proposal are just that – estimates. The group discussed distribution of funds raised by the levy, as well as when to next discuss distribution.

Elder asked for volunteers to work on a subcommittee re: the next library funding distribution method. Wine, Elder, Doman Calkins, Tattersall, Osuna, and Becker all volunteered to be on the committee and work out details to be discussed at the next meeting, which will be added to the calendar for January. Tattersall will organize.

Discussion circled back to Jumpstart and its origins. Elder explained structure and Tattersall shared that there is approximately \$200,000 - \$400,000 remaining. No libraries applied for Jumpstart this year. Elder suggested it may be a good time to review remaining funds, what qualifies, and how it has worked, assuming Jumpstart will continue.

Elder asked the group if there was anything else to discuss before adjourning.

Gall shared thanks to Doman Calkins for her [article in the recent issue of OLA Quarterly magazine](#).

Next meeting: January 22, 2020 at City of North Plains

Adjourned: 2:25 pm

Submitted by Katie DuBrutz