

Agenda Public Meeting: WCCLS Executive Board

Location: Clean Water Services | [2550 SW Hillsboro Hwy, Hillsboro, OR 97123](https://www.wccls.org/locations/2550-SW-Hillsboro-Hwy-Hillsboro-OR-97123)

Time & date: Wednesday, November 20, 2019, 1:15 pm – 2:15 pm

1:15	1. Call to order & introductions	Elder
1:20	2. Consent agenda [motion/vote] 2a. Minutes from the September 2019 Executive Board meeting 2b. WCCLS Monthly Report for September 2019	Elder
1:25	3. Vice-Chair/Chair-Elect for WCCLS Executive Board <i>Nominations and election</i>	Elder
1:35	4. WCCLS strategic plan updates	Tattersall
1:40	5. WCCLS local option levy updates	Tattersall
1:45	6. Pool 2 distribution & FY21 budget process	Tattersall
2:00	7. Approach to FY22 – FY26 local option levy proposal draft	Tattersall
2:15	8. Adjourn	Elder

Future WCCLS Executive Board meeting dates and locations

We may add meetings as needed

2020

February 26, 2020	City of Cornelius
March 25, 2020	TBD
May 27, 2020	TBD
September 23, 2020	TBD
November 18, 2020	TBD

2019 meeting agendas and minutes

Online at [wccls.org/about/governance](https://www.wccls.org/about/governance)

Minutes Public Meeting: Executive Board
DRAFT Location: Hillsboro Civic Center, Conf. Room 431 | 150 E. Main St., Hillsboro
Time & date: Wednesday, September 25, 2019, 1:15 pm – 2:30 pm

Attendance

Aloha: Terri Palmer for Jean Doane
Banks: Denise Holmes for Jolynn Becker
Beaverton: Abigail Elder
Cedar Mill: Peter Leonard
Cornelius: *absent*
Forest Grove: Jesse VanderZanden, Chair
Garden Home: Molly Carlisle for Anna Heinrich
Hillsboro: Robby Hammond for Simone Brooks
North Plains: Andy Varner
Sherwood: Joe Gall
Tigard: *absent*
Tualatin: Sherilyn Lombos
West Slope: Doug Bigelow
Washington County: Ruth Osuna
WCCLS: Lisa Tattersall
Guests: Adrienne Doman Calkins, Robin Doughty, Karen Muller, Jerianne Thompson, Crystal Trice, Colleen Winters

Call to Order, Introductions, Additions to the Agenda:

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

Consent Agenda:

Lombos motioned to adopt the Consent Agenda. Holmes seconded the Motion. Passed. Lombos shared kudos for new WCCLS monthly report format.

Vice-Chair/Chair-Elect for WCCLS Executive Board

Elder is currently the Vice-Chair/Chair-Elect, and will chair the next meeting. Elder and Vanderzanden will gather nominations for the next Vice-Chair/Chair-Elect, with an election happening at the November meeting.

WCCLS Governance, Funding and Levy 101

Washington County Board of Commissioners has targeted May 2020 for the Library Local Option Levy. Tattersall shared a presentation that included general information about local option levies and the Levy history at WCCLS.

Library Levy draft timeline

- Voter polling: Helps inform how we communicate to voters about the levy
 - October 2019: develop polling questions
 - November 2019: conduct polling
 - December 2019: present polling results to Board of Commissioners
- Draft the levy proposal: Proposal to the Board of Commissioners who decide whether to put the levy on the ballot
 - October 2019: WCCLS begins draft proposal
 - November 2019: Input on draft from Policy Group and Executive Board
 - January 2020: Draft presented to Board of Commissioners and hopefully adopted
- Ballot material: The language that says what voters are voting on
 - January 2020: ballot material drafted and adopted by Board of Commissioners
 - Early February 2020: ballot material adopted by Board of Commissioners and County Counsel files measure with Secretary of State
- Levy education: Educating (neutral) the public about the levy, not advocating (persuasive)
 - Mid-February 2020: core educational content submitted to Secretary of State
 - Late February 2020: SOS approves core content and we begin publishing and distributing
 - Our Cooperative will be most effective with a collaborative approach to public education
 - ORS 260.432 does not go into effect related to our levy until we file the ballot materials with the Oregon Secretary of State (likely in early February)

If voters approve the Levy in May 2020, Executive Board will need to look at the three IGAs that govern how we work together, establish what is required of County/WCCLS and contractors, and how we distribute funding (including Pool 2 and Jump Start structure). The Board will also evaluate and update Library Admission Guidelines to be in line with Oregon Library Association standards.

Next meeting: November 20 at Clean Water Services

Adjourned: 2:12 pm

Submitted by Crystal Trice

WCCLS Monthly Report: Position and Values | September 2019

Funding

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

- Lisa Tattersall presented “WCCLS Levy 101” to the Executive Board at their September meeting, another step on the path to put a library local option levy on the ballot for voters in 2020.



Infrastructure Support

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

- Network staff partnered with Cedar Mill Library IT staff on configuring and setting up a new virtual local area network.

Direct Service

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

- WCCLS staff provided rhymes, songs, and information on building early literacy skills at the 2nd annual [Washington County Nurse-Family Partnership](#) Celebration for low-income, first-time mothers.
- WCCLS Homebound program promoted library resources at the inaugural “Memory Cafe” September 24 in Forest Grove at Diversity Cafe. The event was sponsored by the [Washington County Family Caregiver Support Program](#) and provided music, art, and conversation for people with memory loss and their caregivers.

Marketing & Communications

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

- WCCLS mailed the Fall 2019 [WCCLS newsletter](#) to 15,807 new Washington County residents.
- WCCLS installed advertising for “Always Available Audio” on the Courier truck tailgates. Courier trucks are on our county roads for approximately 35,116 miles in 8 months.



Leadership & Training

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

- A WCCLS librarian trained 35 member library staff on Trauma-Informed Care.
- Amy Emery was selected to Polaris ILS Advisory Committee to work with Innovative Interfaces, Inc. on Polaris issues and questions.
- Cassie Franks enjoyed the opportunity to train the new ILL team at Tigard Public Library, which is made up of technical services staff. She’s confident they’ll provide great interlibrary loan service to patrons.
- Martín Blasco was appointed to represent WCCLS on the newly formed [Washington County Diversity, Equity, and Inclusion Committee](#).

Values-in-action

Accountability, Collaboration, Inclusion, Innovation, Stewardship

- **Stewardship:** PJ Bentley and Courtney Sheedy worked with Ingram Library Services to secure a price agreement renewal for WCCLS and ten participating member libraries - with no price increases or service reductions.