

**Minutes** Public Meeting: Policy Group  
**FINAL** Location: WCCLS Office | Room 258, 111 NE Lincoln St., Hillsboro  
Time & date: Thursday, December 5, 2019, 10:00 am – 12:00 pm

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### **Attendance**

Aloha Community Library: *absent*  
Banks Public Library: Denise Holmes  
Beaverton City Library: Glenn Ferdman  
Cedar Mill Community Libraries: Peter Leonard, Vice-Chair  
Cornelius Public Library: Karen Hill  
Forest Grove City Library: Colleen Winters  
Garden Home Community Library: Molly Carlisle  
Hillsboro Public Library: Stephanie Chase  
North Plains Public Library: Robin Doughty  
Sherwood Public Library: Adrienne Doman Calkins, Chair  
Tigard Public Library: Halsted Bernard  
Tualatin Public Library: Jerianne Thompson  
West Slope Community Library: Kristen Thorp  
WCCLS: Lisa Tattersall  
Guests: Crystal Trice, Katie DuBrutz

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

Doman Calkins called the meeting to order at 10:03 am. No additions to the agenda. Group welcomed new West Slope Supervisor, Kristen Thorp.

### **Consent Agenda:**

Holmes motioned to adopt the Consent Agenda for September. Chase seconded the Motion. Passed.

### **Update: WCCLS Executive Board - Budget Timeline**

Tattersall shared changes that were presented to the Executive Board in November.

### **Update: WCCLS Executive Board - Pool 2**

The Executive Board voted on and approved allocation of Pool 2 funds this year. It has been added to the Board of Commissioners Consent Agenda for December 17.

### **Discussion: Circulation Transaction Policy**

Circulation Transaction Policy was updated and approved by CircUS and WUG, however there are some significant policy changes re: the number of renewals included that Tattersall wanted to bring to

the Policy Group to discuss before signing off. Chase expressed concerns about the “withdrawal of library privileges” section of the draft policy. Discussion ensued about the pros and cons of pushing the policy through, approving it in part, or reviewing it further at a later date. Consensus was to have Tattersall, Leonard and Doman Calkins discuss further and bring options to the table in January.

### **Status update: Committee Pause Process**

Trice gave an update and shared a timeline on the committee pause process. Overall feedback has been positive, as members are committed to moving forward. Once all committees are paused, Trice will begin the next phase of working with the Pause Team and Committee Pause Reps to formulate a process and prototype for committee work in the future.

### **Discussion: WCCLS Help Desk Support and Staff Re-org**

Tattersall presented information regarding the evolution of the Help Desk through the years. Adopting the Strategic Plan and re-organizing WCCLS staff means many processes are being reviewed. Tattersall is taking this opportunity to evaluate the Help Desk. Feedback was requested from the group and shared. Tattersall advised she will continue to share information as this evaluation moves forward.

### **Update: May 2020 Library Local Option Levy**

Tattersall shared that polling for the local option levy is complete. Topline results will be shared at the next County Board of Commissioners work session, which all are invited to attend on December 17.

Tattersall also informed the group that photoshoots and a levy stakeholder meeting are both in the works.

### **Discussion: Planning Policy Group Meetings Thru 2020**

Due to time constraints, Doman Calkins tabled this discussion until the next meeting.

### **Announcements and Sharing:**

- SPL: Began circulating board games this week
- NPL: Changed black and white printing charges - instead of a fee, donations are suggested at printer. Thus far, intake remains the same.
- HPL: A new Outreach Coordinator position has just been hired.
- GHL: Annual Holiday Bazaar is this week and Board members will be in attendance.
- TPL: Changed library hours on December 1. A new Youth Services Supervisor was just hired. Implemented a new patron incident tracking system.
- BCL: Working with a local architecture firm on space planning
- FGL: Attended a beneficial workshop on library space planning in Multnomah County.
- COR: Outreach Coordinator attended library marketing seminar in Chicago and brought back great new ideas

- TUL: Will host local fourth graders to sign up for cards and receive a free book, supported by the Library Foundation.
- Cedar Mill: Head of Adult Services Department is retiring December 20
- WCCLS: Have received 90 applicants for Department Communications Coordinator position.

**Adjourned: 12:02 PM**

*Submitted by Katie DuBrutz*