

Minutes Public Meeting: WCCLS Executive Board
FINAL Location: [Zoom: register to listen here](#)
Time & date: Wednesday, September 30, 2020, 2:00 pm – 3:00 pm

Attendance

Aloha: Daniel Hauser

Banks: Denise Holmes for Jolynn Becker

Beaverton: Abigail Elder, Chair

Cedar Mill: Peter Leonard

Cornelius: Rob Drake

Forest Grove: Jesse VanderZanden

Garden Home: Molly Carlisle for Lyndon Beckner

Hillsboro: Simone Brooks

North Plains: Andy Varner, Vice Chair

Sherwood: Joe Gall

Tigard: Marty Wine

Tualatin: Sherilyn Lombos

West Slope: *currently vacant*

Washington County: Ruth Osuna

WCCLS: Lisa Tattersall

Guests: Adrienne Doman Calkins, Colleen Winters, Glenn Ferdman, Halsted Bernard, Hillary Ostlund, Jerianne Thompson, Karen Hill, Katie DuBrutz, Kristen Thorp, Michael Clark, Robin Doughty, Stephanie Lind, Terri Palmer

Call to Order, Introductions, Additions to the Agenda

Chair Elder called the meeting to order at 2:03 pm. No additions to the Agenda.

Consent Agenda

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

Overdue Fines

Collection Agency Update – Library directors recommend doing away with the collection agency if the Board of Commissioners approves to roll out the elimination of overdue fines. Library directors will work with WCCLS on alternate methods to contacting patrons about outstanding fines between now and January 2021.

Fine-free Status – To save time updating communication and dates, WCCLS has changed public language on fees to “No late fees will be charged until further notice.”

Vote on Overdue Fines Proposal – Tattersall recommended the group vote today on the following:

- No overdue fines will be charged starting January 22, 2021.
- Existing overdue fines on patron accounts will be deleted on January 22.
- Processing fees remaining on accounts will be deleted on January 22.
- Libraries will no longer send patrons to an external collection agency and will establish an alternative internal workflow to replace this function.

Wine motioned to approve the recommendations as a package. VanderZanden seconded.

The group overwhelmingly supports the idea of eliminating fees and the external collection agency. Lombos asked if there will be any other fees that will continue to exist other than replacement fees? Tattersall confirmed that non-resident card fees, ILL, NSF charges, damaged and lost items, and replacement charges will remain.

The group voted. Passed. Tattersall will bring the approved recommendation to the County Board of Commissioners (BOC) at their work session on November 3.

Distribution of Online Fine Payment Revenue – Tattersall recommended the group vote today on:

- WCCLS should distribute \$70,417.63 in net revenue for online fine payments collected between October 1, 2018 and June 30, 2020.
- In July 2021, library directors will look at revenue collected centrally by WCCLS during FY21 and bring a recommendation to the Executive Board.

Drake motioned to approve the recommendations. Brooks seconded. No further discussion. The group voted. Passed.

Tattersall will bring these additional recommendations to the BOC at their work session on November 3. Tattersall advised she hopes to have the funds distributed by Jan/Feb.

Proposed Extension of WCCLS Intergovernmental Agreements (IGAs)

The County has three IGAs with each city and nonprofit: Governance IGA (no expiration date), Public Library Services Agreement (expires June 20, 2021) and Information Network Agreement (expires June 30, 2021).

The Board of Commissioners supports extending the expiring IGAs for an additional 12 months through June 30, 2022.

Tattersall explained the proposal to extend the IGAs.

- WCCLS' current strategic plan emphasizes service consistency and efficiency, and equity of access for underserved populations. As we define roles and responsibilities for the next few years, investing time to thoughtfully incorporate these strategic imperatives will benefit our community and help advance our equity goals.
- 40% of WCCLS' revenue is from voter-approved levy and 60% is from a transfer from the County's General Fund. Allowing additional time to assess the County's ongoing financial situation in this current economic climate will be critical.

- WCCLS will come back to the Executive Board next month with a proposal for FY22 funding of at least 3% increase on current FY Pool 1 payments.
- Information technology continues to evolve at a rapid pace and grow in strategic complexity for WCCLS. It has a direct impact on how we serve our libraries and communities. The libraries and WCCLS support exploring how WCCLS can further improve IT support; additional time would provide us with an opportunity to explore possibilities and address the needs of libraries.
- Small city and nonprofit libraries depend significantly on WCCLS IT support. WCCLS currently has limited IT support capacity but are committed to exploring changes that will improve outcomes for all parties.

Tattersall opened the floor for discussion. The group is in support but there were some reservations. A few members share some hesitation regarding the timeline. Osuna understands the concern for extension and explained her and Tattersall discussed at length. Osuna wants ample time to discuss equity and ensure everyone is served appropriately. The conversation will start as soon as possible so that everyone can plan budgets accordingly. Osuna shared she would like to get all IGAs signed in December so that by this time next year, the libraries will all know what they are getting for the following calendar year.

Next Vice-Chair / Chair-Elect

Tattersall thanked Elder for serving as chair and reminded the group that Varner will be the next chair. Lombos asked for a list of who has served prior. Tattersall confirmed she would share a list.

Review of Next Steps for Executive Board

Tattersall asked the group if she could schedule the next meeting for October so the group can discuss the IGAs as soon as possible. Tattersall will share a list via email of previous Executive Board Chairs. Tattersall will confirm date for October meeting and may send a survey for a Nov/Dec meeting

Tattersall updated the group on what the library directors are doing currently.

- WCCLS will pay for racial equity training for every library director between now and December.
- Developing shared values to inform how we talk about circulation and patron account policies.
- Developing procedures to support removal of overdue fines.
- Two 90-minute mini-retreats on Zoom:
 - October: pause and reflect
 - November: looking ahead

Varner congratulated Wine on her recent appointment. Wine shared that Kathy Nyland will serve Tigard as Interim City Manager and Kathy McAlpine will step in as Interim Assistant City Manager.

Next meeting: October 28, 2020

Adjourned: 2:47 pm

Submitted by Katie DuBrutz