ATTENDEES
Present at the meeting were Board Members Maureen Swift (President), Susan Kiefer (Vice President), Carol Doty, Jill Turner; as well as Dana Braccia, LS&S Vice President; Jamar Rahming, JCLS Library Director; Ruth Metz, Library Consultant and Facilitator; Lisa Marston, JCLD Executive Administrator; and George Prokop, JCLD Budget Committee member. Board Member Monica Weyhe was unable to attend.

CALL TO ORDER
President Maureen Swift called the study session to order at 10:17 a.m.

WELCOME AND CHAIR’S REMARKS
Swift welcomed attendees. There were no updates to the agenda, which was presented as follows:

A. Update on status of near term work plan
   a. What is the status, presented by each leader of the subteams
   b. Troubleshooting blocks, barriers, if any
   c. Next steps

B. Update on status of far term work plan
   a. What is the status, presented by each leader of the subteams
   b. Troubleshooting blocks, barriers, if any
   c. Next steps

Included below is content written on flipchart sheets during the meeting:

NEAR TERM

Sheet 1:
Ethics policies – adopted
Governance – review governance checklist in Metz Report (Lisa to rattle cages)
Advocacy
   1. Post-July 1, form Legislative Committee of the Board
   2. Policy statements to be developed by the Board Policy Committee re: Advocacy (including legislative, partnership, Friends/Foundation)

Sheet 2:
Contract
   Waiting
   Hopeful – move on
   Staff impatient
Next Steps:
   1. Email to Charlton expressing eagerness to move on; get contract and 2017/2018 Budget in place
Next steps:
- Willing to put money in budget for enhancement re: OLA standards and strategic plan, provided contract amendment is in place
- Budget is adopted in May/June

Monday
1. Contract amendment
2. Dave Maxfield, Lucien Kress, Technology Committee

Sheet 4:
Make committee chairs in July
- Assign OLA standards compliance tracking (and reporting status to admin)

How do we pay more in the near term?
- Discuss with LS&S

FAR TERM

Sheet 1:
2020 Service Plan/Budget – Jill presenting
Jamar – Keeping the doors open is major challenge right now; provide open hours; programming is basically off the table right now

Sheet 2:
Jamar continued (suggestions apply to both Far and Near Term)
- Petting zoos – technology – devices for staff and public
- Training for staff in tech devices
- We are not getting to the younger adults to develop that market of use and advocacy
- Children’s program – I would add an “outreach corps”

Sheet 3:
Jamar does a staffing plan with ___ FTE that increases patronage by ___% per year
2017/18
2018/19
2019/20
Jamar’s order of priorities:
1. Offer staff more hours to do outreach and enhance community engagement
2. Raise salaries
3. Add additional positions

Sheet 4:
Technology
- Staff software: Is $7,000 enough for creative software?
- AMH (automated materials handling) system: Should this be added? Ballpark cost? Two locations?
- Public Adaptive Stations: Number seems low
- Computer lab/laptops: Where is the lab?
Sheet 5:
Technology (continued)
- Meeting room sound system: Low?
- Service station/self-check: Low?
- Salaries IT: Low?
- Best “counting” technology, e.g. Orange Boy, etc.

Final Sheet:

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<tr>
<td>Process</td>
<td>Price List</td>
<td>Existing Staff</td>
<td>Key Objective – Adding more for existing staff</td>
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<td>To be decided on by LS&amp;S and the Board</td>
<td>As suggested by Dana; salary ranges to be determined by the Board</td>
<td>e.g., $150,000; $1/hr. increase across the board</td>
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- Jill to consolidate the 2020 budgets

ADJOURN
Swift adjourned the JCLD Board Retreat/Study Session at 4:21 p.m.

/s/ Lisa Marston
Recording Secretary

Approved – May 11, 2017