

**Day 1 - July 14, 2016, 1:00 – 5:00 p.m.**

**Attended by:**

**Board Members:** Monica Weyhe, Carol Doty, Maureen Swift, Susan Kiefer, Jill Turner

**Staff:** Susan Bloom, Amy Blossom, Lisa Marston, Dana Braccia, Marian Barker

**Facilitator:** Margot Helphand

- I. Day One (7/14/16) Meeting Agenda
  - Introductions and Overview
  - Celebrate successes 2015- 2016
  - Identify strategic plan priorities for 2016-2017 implementation
  - Update on status of Friends and Foundation and identify next steps
  - Capital Improvements Update
  
- II. Working Agreements
  - Let people finish
  - Speak one at a time
  - Speak to the issue succinctly with context
  - Check assumptions
  - Start and end on time
  - No decisions by default (five finger consensus)
  - OK to disagree
  
- III. Mission, Vision and Values
  - Board and staff affirmed the mission, vision and values.
  
- IV. 2015-2016 Successes
  - The strategic planning process and outcome. The planning process was organized and inclusive. The Blue Ribbon Committee was engaged and composed of wonderful people. The process had great leadership. There was excellent data analysis.
  - There are deeper connections between the District and the Friends groups and the Foundation. We are making progress.

- Created a Budget Committee and expanded its role. We had lots of applicants for positions on the committee.
- The Technology Committee got lots done. Lots of upgrades.
- We set priorities and stayed on track.
- We have a firm fiscal foundation.
- We added additional staff for programming and open hours.
- RVCOG – All contracts
- Improved facility maintenance
- Great new website
- Great management team and staff

#### V. Strategic Plan Priorities

The following are Board priorities for 2016-2017 implementation:

##### A. LEARN

- **1.d.: add one bi-lingual, early education staff member for outreach to childcare**
- **3.c. and d.: Add one digital literacy strategist and two technology associates**

##### B. CONNECT

- **2.a.: Develop a plan to provide staffing to meet community needs, to expand and support current library functions and services by branch using analytics. (To be overseen by Library Director)**
- **2.c.: Add a collection development librarian. (Local, MLS, part of senior team)**
- **3.a.: Determine appropriate approach to marketing – staffing, budget. Work session to be held 8/9/16.**

##### C. GROW

- **2.a. (See LEARN 3.c. and d.: Digital Literacy Strategist to assist staff and patrons to accomplish this strategy)**
- **2.b.: Develop plan**

#### VI. Capital Improvements

- Need to discuss future of facilities
- What is our “wish list”?
- What is our vision for our facilities? What will buildings of tomorrow look like?
- Hold work session to begin to discuss capital improvements

## **Day Two - July 15, 2016, 8:00 a.m. – 3:30 p.m.**

### **Attended by:**

**Board Members:** Monica Weyhe, Carol Doty, Maureen Swift, Susan Kiefer, Jill Turner

**Staff:** Lisa Marston

**Facilitator:** Margot Helphand

### **I. Meeting Agenda/Key Questions**

- How does the Board want to interact – decision making, raising issues, meeting management, communication, etc.?
- What do we want to focus on in the next year, e.g. RFP for system review, 3<sup>rd</sup> party contract review, strategic plan priorities and other priorities
- Who are our key partners?
- What are the Board assignments for 2016-2017?

### **II. Communications**

**A. Intra-Board Communication:** The Board affirmed the Interaction Agreement in its Governance Policy, and added the following specific enhancements.

- Board chair to call on people to speak and track who is in the queue
- We let people finish. Members have differing styles of communication.
- We encourage the expression of multiple view points, including disagreements, at meetings and take time to understand each other's perspectives.
- We summarize/gatekeep as we move through the agenda to assist in knowing where we are; we stay on track and know what has been discussed.
- It's ok to disagree. We disagree with respect and speak with one voice following votes.
- We strive for timely minutes and Board packets. Pre-agenda one week before packet; ask for changes the following Wednesday; full packet the Friday before the meeting.
- We surface any issue directly and promptly with the other party.

### **B. Other**

- Board attorney to review all contracts prior to Board meetings

### **III. Major focus for 2016-2017**

#### **Tier One Priorities**

- Complete system evaluation and analyze results
- Complete 3<sup>rd</sup> party contract review (parallel with system evaluation)

- Provide input into hiring of new library director including input into scorecard, interviews of finalists, veto of selection
- Assure adequate and appropriate staffing, outside of strategic plan specific positions, including professional and paraprofessional positions (7).

**Tier 2 Priorities**

- Implement priorities of the strategic plan including identified positions [Technology (3), bi-lingual outreach (1), collection/MLS (1)]
- Following results of system evaluation, assure appropriate levels of Professional (MLS) staffing
- Advocate for increased wages scaled by job level
- Develop wish list for capital improvements

IV. System Evaluation RFP

- Publish on July 19; proposals due August 8; project start September 12, 2016

V. 3<sup>rd</sup> Party Contract Review

- Commitment to hire a law firm to complete a 3<sup>rd</sup> party contract review
- Solicit names of attorneys with expertise in municipal contract law
- Review to be accomplished at the same time as the System Evaluation

VII. Key Partners

- School districts
- D-9
- RCC, SOU
- Cities
- Foundation and Friends
- Chambers of Commerce/Business Community
- SOREDI
- County
- Blue Ribbon Committee
- Budget Committee
- Manufacturing – White City
- Press

VIII. Library Director Qualities – Initial List (Input to Mo by 7/19/16)

- Honesty and Integrity – Alignment with our values
- Community relations and partnerships
- Ability to carry out strategic plan
- MLS

## IX. Friends and Foundation Status and Plan

### A. Foundation

#### Current Situation

- Two new Board members – need more
- Developed an action plan at retreat
- Drafted Development Plan
- JCLD used Foundation \$\$ for outreach
- Need for trust building between JCLD and Foundation

#### Goal

- The JCLF’s plan and activities actively support the JCLD

#### Action Steps

- Develop a menu of “investment opportunities” for the JCLF
- Hold a joint meeting of the staff and board of JCLF and JCLD

### B. Friends

#### Current Situation

- Friends have page on JCLD website
- Friends have history of working hard for District. There is a new energy for District work
- Friends groups are at different stages and have a range of understanding of their mission
- Friends groups identify with branches more than with the District

#### Goal

- All Friends groups are functioning well and understand their role and protocols and District expectations.

#### Action Steps

- Develop MOU that spells out consistent protocols and expectations
- Convene a joint 3-way meeting of JCLD staff and board with Friends leadership
- Change name to “Friends Council”
- Provide training for Friends groups
- Provide technology outreach to Friends groups

## X. Work Sessions

<b>TOPIC</b>	<b>WHEN</b>
Marketing	August
Capital Improvements Initial discussion of wish list, vision, needs, mechanisms, etc.	Between 9/16 and 11/16 Complete wish list by 4/1/17
Hours and staffing analytics Status update	By 12/1/16

## **XI. Committee – Liaison Assignments**

LS&S	Mo, Monica
Technology	Jill, Monica
Government Affairs Note: Look at committee charge Focus on capital improvements	Carol, Lisa Jill as adviser
Policies	Susan, Lisa
Foundation	Susan
Friends Council	Susan, Mo
RV Finance	Jill
RV Admin	Mo
RVCOG Board	Carol, Monica (Back up)

## **XII. Next Steps Assignments**

Current staffing table	Mo, Carol
Library Director Input	Mo (Provide Mo input by 7/19)
3rd party contract review (Talk to Mark)	Jill, Lisa Mo
System evaluation RFP	Lisa
Minutes Process/Strategy	Lisa, Mo
PR and Op Ed	Mo

## **JCLD Board Key Work Priorities 2016-2017**

- Complete system evaluation and analyze results
- Complete 3<sup>rd</sup> party contract review (parallel with system evaluation)
- Provide input into hiring of new library director including input into scorecard, interviews of finalists, veto of selection
- Assure adequate and appropriate staffing, outside of strategic plan specific positions, including professional and paraprofessional positions.
- Implement priorities of the strategic plan including identified positions [Technology (3), bi-lingual outreach (1), collection/MLS (1)]
- Assure appropriate levels of Professional (MLS) staffing, Following results of system evaluation
- Advocate for increased wages scaled by job level.
- Build relationships with and Support capacity building of the Foundation and Friends groups
- Maintain and enhance relationships with key partners
- Develop wish list for capital improvements