

From: kendra flynn kendraflynn@gmail.com

Subject: Library Workshop

Date: Yesterday at 9:09 PM

To: Valerie Church-McHugh valeriechurchmchugh@gmail.com, Mary Barker mbarker@pontwaterlibrary.org, Elaine LeTarte elaineletarte@yahoo.com, Joan LundBorg jlundborg@gmail.com, Nancy Peterson npeterson1@charter.net, Cynthia Maguire cimaguire@charter.net, kendra flynn kendraflynn@gmail.com

Pentwater Township Library

Workshop Agenda 1/18/2018

2-3:30 p.m.

*Approval of workshop minutes from 12/14/2017

*Update of progress since last workshop

*Refer to the Fund Raising section of the Board Self-Evaluation to plan goals etc.

*Refer to the Finance section of the Board Self-Evaluation to decide goals

*Any additional discussion items

Present - Elaine

2:05 p.m. Linda

Call to Order

Minutes - Elaine/Joan - approved

Review Progress

① Trustee Manual

② By Laws -

* ③ Organization Committee - Nancy/Valerie

④ P.R. Policy - get info for Joan

Adjourn 3:30

Pentwater Township Library
BOARD WORK SESSION MINUTES
Thursday, January 18, 2018
2:00 p.m.

Purpose: The board will continue to work on the Board Self-Evaluation, focus on areas of improvement, and create goals/direction in these areas.

Members Present: Kendra Flynn, Nancy Peterson, Cynthia Maguire, Joan Lundborg, Elaine LeTarte, Valerie Church-McHugh

Guests: Mary Barker, Director

1. **Call to Order:** The meeting was called to order by President, Kendra Flynn, at 2:05 p.m.
2. **Approval of Minutes:** Minutes from the Board Work Session on December 14, 2017 were read. Elaine LeTarte made a motion to approve the minutes as presented. Joan Lundborg seconded the motion. The minutes were approved as presented.
3. **Review Progress On Board Self-Evaluation:** The board reviewed the areas listed in the Quality Services Audit Checklist first so that Mary Barker will have those items completed on the checklist for certification this year. These areas included:
 - A. Each board member should receive a copy of the Michigan Public Library Trustee Manual. Mary had e-mailed us a link to a copy of the manual. Board members would prefer to have a hard copy of the information as a reference. Mary will make sure this is completed.
 - B. The board must complete by-laws that outline its purpose, operational procedures, conflict of interest issues, and role of officers. These are in the process of being completed and will be finalized at the February Board Meeting.
 - C. New board member orientation program must be created. Nancy Peterson and Valerie McHugh will work on this.
 - D. The library board must approve a public relations policy. All library policies are being reviewed and renewed. Valerie McHugh will send additional information to Joan Lundborg of the Policy Committee about the Public Relations Policy specifically. These are contained in Appendix G of the QSAC.
4. **Additional Areas for Board Self-Improvement:**
 - A. **Fundraising:**
 1. Discussion of fund-raising efforts focused on the following points:
 - a. Fundraising should be project based
 - b. Defining how unrestricted funds might be used
 - c. Identifying/prioritizing areas for fundraising efforts
 - d. Creating a fundraising philosophy that includes both long and short term goals
 - e. **Endowment Fund:**
 - 1). This is an on-going effort
 - 2). Money will eventually go to operating funds.
 - 3). The staff will need to provide information as appropriate to patrons about this as a future funding stream
 - 4). Envelopes should be provided at the circulation desk for donations
 - 5). A link on the library website to the Community Foundation should be created

2. Valerie McHugh and Kendra Flynn will work on a draft of a fundraising philosophy statement with expectations included for how the Friends of the Library can help. This will be presented at the next work session.

B. Finance:

1. Discussion of finance issues included:
 - a. Receiving full and accurate information about the library's financial position. Elaine LeTarte recommended that the library's financial history/major budget areas be recorded in percentages.
 - 1). Personnel - 61%
 - 2). Operations - 18%
 - 3). Programs (including book purchases) - 21%
 - b. Including a contingency fund in the annual budget
 - c. Including a savings fund (In-Transfer) in the annual budget as the library heads towards a time (2026?) when current tax money will not cover the annual expenditures.
 - d. Creating alternate budgets that reflect a decrease in expenditures.
 - e. Possibility of asking for an increased millage amount. The board needs to research how a millage is requested, how much can be requested, the effect of Headlee on the amount requested, when a millage can be requested, etc.

C. Advocacy:

1. Discussion of advocacy issues included:
 - a. Receiving information from Mary about current issues affecting libraries
 - b. Revisiting the list of library stakeholders that may be used to help support library issues
 - c. Cynthia Maguire will work on defining the parameters of this competency for the board

5. Next Work Session: Thursday, March 15, 2018, 2:00 p.m.

6. Adjournment: The meeting was adjourned at 3:30 p.m. by Kendra Flynn.

Respectfully submitted,

Valerie Church-McHugh
Trustee