

Pentwater Township Library

Workshop 3/27/18

1 p.m. Conference Room

**Agenda**

\*Approve minutes from 1/18/2018

\*Committee reports:

Board orientation-Nancy and Valerie

Public relations-Joan

Library Advocacy-Cynthia

Fund raising -Kendra and Valerie

\*Work on the proposed fund raising framework

\*Other

**Pentwater Township Library  
BOARD WORK SESSION MINUTES**

**Tuesday, March 27, 2018**

**1:00 p.m.**

**Purpose:** Continue to work on areas from the Board Self-Evaluation tool

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

**Members Absent:** Nancy Peterson

1. Call to Order: The meeting was called to order by President, Kendra Flynn at 1:00 p.m.
2. Approval of Minutes: The minutes from the January 18, 2018 Board Work Session were approved as read.
3. Committee Reports:
  - a. New Board Trustee Orientation: Nancy and Valerie  
Valerie shared a sample Board Trustee Orientation checklist. Suggestions for additions to the checklist were given. One for the Pentwater Library will be drafted and a sample packet will be created for review.
  - b. Public Relations: Joan Lundborg  
Joan will bring the Public Relations policy to the next regularly scheduled Board Meeting on April 17, 2018.
  - c. Library Advocacy: Cynthia Maguire  
Cynthia shared the Advocacy Strategies For Trustees. Ideas that were generated from this list of strategies included:
    - 1). Asking the Library Director to attend Village and Township meetings regularly as well as being involved in the Village of Pentwater Grounds Committee to be able to coordinate outside improvements with the plans the Village is developing for the area.
    - 2). Responding to national or local library issues through Letters to the Editor.
    - 3). Asking specific questions regarding suggestions for improving our library through the newsletter.
  - d. Fundraising: Kendra and Valerie  
A draft of a fundraising philosophy was shared and recommendations for additions/corrections were noted. Discussion also included the role of the Friends of the Library, generating a list (Mary and Elaine) of possible long and short term projects (both capital and special needs) and which projects would need to be supplemented by fundraising events. The board was asked to read the document Welcome to Frontline Fundraising.
4. Other:
  - a. Elaine and Mary are planning an event for September 2018 to recognize donors and volunteers.
  - b. Open House for Teresa who will be retiring in May.
5. Next Meeting: April 24, 2018 at 1:00 p.m. in the Library Conference Room
6. Adjournment: The meeting adjourned at 2:45 p.m

Respectfully submitted,

Valerie Church-McHugh, Trustee