

BOARD WORK SESSION
Thursday, October 26, 2017
1:00 p.m.

1. Strategic Plan
 - A. Historical perspective/our original thinking
 - B. Review current plan
 - C. What's been accomplished/what still needs accomplishing
 - D. Refocus
 - 1). New goals or new actions for old goals?
 - 2). Revitalize the goals not accomplished
 - E. Write Action Plan (Mary and staff)
2. Board Evaluation:
 - A. Share completed self-evaluation
 - 1). How are you as an individual doing as a board member?
 - 2). How is the board doing as a whole?
 - B. Compare our numbers - areas of strength, areas of improvement
 - C. Begin with the weakest area and brainstorm ways to strengthen that area
 - 1). Read articles?
 - 2). Watch training videos?
 - D. Decide when to do the training - 30 minutes at each board meeting?
Special meetings?
 - E. Decide how to measure progress
3. Mary's Evaluation
 - A. Last evaluation was October 31, 2016
 - B. Use the same tool
 - C. Distribute the evaluation tool to all board members
 - D. Establish deadlines
4. Other

Pentwater Township Library

Board Work Session

Thursday, October 26, 2017

1:00 p.m. - 3:00 p.m.

MINUTES

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

Others: Mary Barker

The meeting was called to order by Kendra Flynn at 1:00 p.m.

1. Strategic Plan:

Utilizing a variety of available resources (library brochure, action plan, original brainstorm notes), the board reviewed the Strategic Plan that had been created in 2013. Goals were rewritten and reworked to reflect items that had been accomplished and future needs/ideas/directions. The draft goals are attached and may be reviewed, corrected, and additions made prior to formal approval. They will be presented for approval at the next board meeting, November 21, 2017. The revised Strategic Plan will be in effect beginning with the new fiscal year in April 2018 and be reviewed/updated annually. Mary and the library staff will create a new Action Plan that will be ready for review by February 20, 2018. A committee of the board will offer input prior to that date with a board presentation given in February. The Director's Report at each board meeting will include information regarding progress made on the Strategic Plan.

2. Board Evaluation:

The board reviewed the board evaluation document and the responses made to each of the criteria outlined in each section. The board completed the first four board competencies: General Knowledge, Board Operation, Fundraising, and Advocacy. The board will continue to evaluate the remaining areas and work on areas of improvement.

3. Director Evaluation:

Director Evaluation forms were distributed to each board member. Individuals will complete the form and return either to the library or to Valerie by November 2, 2017. A copy was given to Mary to complete as a self-evaluation. The Personnel Committee will meet with Mary to review her responses and the compilation of responses from the board. New long and short-term goals will be written and will be connected to accomplishing the goals as listed in the Strategic Plan document.

The meeting was adjourned by Kendra Flynn at 3:00 p.m.

Respectfully submitted,

Valerie Church-McHugh

Trustee

Pentwater Township Library Board

DRAFT

PENTWATER TOWNSHIP LIBRARY
STRATEGIC PLAN
OCTOBER 2017

Community Involvement:

Goal: To collaborate with individuals and groups to enhance the services and resources of the library.

Objectives:

- A. Build awareness, advocacy, and community ownership of the library.
- B. Implement programming based on needs and interests that expands current offerings and utilizes community partners, local community resources, and/or regional talents.

Services:

Goal: To provide services in response to the needs of all patrons.

Objectives:

1. Ensure that the library staff is adequately trained to provide accurate and efficient assistance to patrons for all services offered.
2. Assure that all patrons can find the information they need.
3. Provide services to patrons that are not met in the local community.
4. Assess, evaluate, and maintain the library's collections.

Facilities:

Goal: To provide the community with a facility which will meet current and future needs of the library.

Objectives:

- A. Identify and evaluate the current use of outdoor space and building exterior.
- B. Implement preferred options as they are determined.

Fiscal Responsibility and Management:

Goal: To manage and monitor the use of financial resources that adequately funds and promotes the library's strategic plan.

Objectives:

- A. Ensure the library is well supported to meet the needs of current and future generations.
- B. Broaden resources beyond the tax millage and state funding; eg. Grants, donations and memorial gifts.