

Pentwater Township Library
Board Work Session
Minutes
03/26/2022

Call to Order: The Board Work Session was held at the PTL and was called to order at 10:04 AM by Board President Kendra Flynn.

Roll Call Present: Kendra Flynn, Valerie Church-McHugh, Joan LundBorg, Amber Jaeb, and Jennifer Gwillim. Absent: Lissa Williams .

Also Present: Mary Barker, Director PTL and Carol Triebel, Consultant.

Agenda: Motion by LundBorg with support by Church-McHugh to approve the agenda as presented. Approved.

Review of Board Goals: Carol Triebel

- Triebel reviewed her summary of items in actionable format from Board Members, Staff, and Employee exit interviews.
- Triebel identified areas to be included in our strategic planning:
 - Advocacy in the Community – Presence at local meetings, PR, etc.
 - One Board Member should have the responsibility for understanding steps for future millage requests.
 - Content review needed if physical plan concepts and plans have changed.
 - Concern that the current physical location of the circ desk and offices has led to a change in attitudes by staff members.
 - The new schedule assignments may provide a no-cost solution.
 - Assign one Board Member to work with the Director on the progress of this item.
 - Consider investments vs. staff benefits.

Clarification of Committee Duties:

- Triebel will meet with the members of the Personnel Committee (Jaeb, Gwillim and Barker) to develop draft of committee goals, duties and actionable items which will be presented at the next board meeting.
- Triebel will meet with all committees.

Strategic Plan: Purpose of the Plan; Review Goals from 2020; Update Goals; and Develop the Board's Action Plan.

- COVID prevented the implementation of many parts of the 2020 strategic plan.
- The goal under Library Environment is more like a mission statement. Needs to be revised.
- Under Fiscal Responsibility Objective B change wording from “beyond the tax millage” to including the tax millage”.
- LundBorg would like to see us develop a Strategic Plan that goes beyond five years. Consider ten years.
- Because of the new staff schedule, Barker is able to meet with the entire staff every Monday

morning.

- Barker distributed the United for Libraries Practical Guide to Strategic Planning which all Trustees should review prior to the next work session.
- Invite MMLL Director to talk about new things happening in libraries.
- Identify ways to engage community in the strategic planning process. It is critical to get input from different segments of our community: teachers, students, parents, seniors, summer/winter populations, etc.
- Need to collaborate with other community organizations.
- Pentwater Schools will be holding forums on the upcoming bond issue.
- Pull data from previous community surveys.
- Provide new services that are identified and that the PTL can afford.
- Write down ideas for visioning and bring to next work session.
- Consider changing out lighting for LED lights.
- Develop maintenance schedule.
- Consider outdoor charging stations.
- Fiscal responsibility and management.
- Assess adequacy of millage revenues.
- Make sure action items support goals.
- Need to revisit mission and vision statements.
- Need to bring action items for each goal to the next work session.
- Need to develop BOARD actions for all the goals.
- Board needs list of approved policies and policies that are still needed.

To Do:

- Jaeb to meet with Williams to review today's work session.
- Triebel to meet with Personnel Committee.
- Bring action items for each goal to the next work session.
- LundBorg to provide list of approved policies and policies that are still needed.
- Review Mission Statement.
- Bring back ideas for visioning to next work session.
- Read the United for Libraries Guide to Strategic Planning.
- Identify ways to engage community in planning process.
- Come prepared to confirm or suggest changes to the goals, as well as, subsequent actions to support those goals.

Next Meeting: The next work session will be held on Thursday, April 7th at 3:00 PM.

Adjournment: Motion by Gwillim with support by Jaeb to adjourn. Flynn adjourned the meeting at 11:34 AM.

Date: _____

Signed: _____

Joan T. LundBorg, Secretary

Pending