

PENTWATER TOWNSHIP LIBRARY

Work Session Minutes

Tuesday, January 3, 2023

5:30 p.m.

Purpose: To produce an action plan for the board with tasks and a timeline that supports the goals of the Strategic Plan.

Agenda:

1. Welcome
2. Rules of Engagement
 - A. Be a respectful participant and a good listener
 - B. Be prepared
 - C. Stay on task
 - D. Focus on what's in the best interest of the library
3. Round Robin Brainstorm
In pairs, brainstorm and generate ideas for action items that support outcomes that have been identified in the Strategic Plan. There are four goal areas with several items identified under each goal. You will have ten minutes to brainstorm ideas to accomplish the items under each goal. Please also include ideas for a reasonable timeline (from 1 to 3 years) for each item and who might be responsible for its completion if applicable.
4. Review the brainstormed ideas
These ideas will be put into an Action Plan Template at a later date.
5. Adjourn

REMINDER:

In brainstorming action items, it is helpful to review the areas for which a board member is responsible (taken from the Trustee Manual, page 7-8):

1. **Administration:** The board maintains indirect responsibility through adoption of a strategic plan, library policies and an annual budget.
2. **Human Resources:** The board hires, monitors, and evaluates the director.
3. **Strategic Planning:** The board is a major force behind the library's strategic plan. They consider all aspects of their community's library needs and plan accordingly.
4. **Policymaking:** The board considers what policies are needed to carry forward the library's service plan.
5. **Finance:** The board reviews the annual budget submitted by the director and makes necessary changes, officially approves budget requests, and revises the. Budget to fulfill the legal requirement of balancing income with expenditures.
6. **Advocacy:** The board serves as the connecting link between the library and the community, interpreting the one to the other. The board helps shape public opinion and governmental action at the local, state, and national level.

7. Continuing Education: The board sets aside time at its meetings to study topics of concern to the library.

PENTWATER TOWNSHIP LIBRARY STRATEGIC PLANNING 2023
BOARD PRIORITIZED OBJECTIVES

Community Involvement (Community Involvement Efforts)

1. Township/Village Meeting and other advocacy ideas (A)
2. Diversity & Inclusion Accessibility (B)
3. Community Walk-In Health Services (AED & Narcan) (B)
4. Visibility to Community - Signage (A)
5. Notes from the Board - PTL Newsletter (A)
6. Funding Mechanism Transparency - Budgets on-line (A)

Services

1. Bookmobile - Funding (C)

Facilities and Grounds

1. Develop long term plan for grounds (A)

Fiscal Responsibility and Management

1. Millage (A)
2. Budget projects (A)
3. Support of staff development (A)