

MINUTES

ATTENDEES

Present at the meeting were Board Members Maureen Swift (President), Susan Kiefer (Vice President), Carol Doty, Jill Turner; as well as Dana Braccia, LS&S Vice President; Jamar Rahming, JCLS Library Director; Ruth Metz, Library Consultant and Facilitator; Lisa Marston, JCLD Executive Administrator; and George Prokop, JCLD Budget Committee member. Board Member Monica Weyhe was unable to attend.

CALL TO ORDER

President Maureen Swift called the study session to order at 10:17 a.m.

WELCOME AND CHAIR'S REMARKS

Swift welcomed attendees. There were no updates to the agenda, which was presented as follows:

- A. Update on status of near term work plan
 - a. What is the status, presented by each leader of the subteams
 - b. Troubleshooting blocks, barriers, if any
 - c. Next steps

- B. Update on status of far term work plan
 - a. What is the status, presented by each leader of the subteams
 - b. Troubleshooting blocks, barriers, if any
 - c. Next steps

Included below is content written on flipchart sheets during the meeting:

NEAR TERM

Sheet 1:

Ethics policies – adopted

Governance – review governance checklist in Metz Report (Lisa to rattle cages)

Advocacy

1. Post-July 1, form Legislative Committee of the Board
2. Policy statements to be developed by the Board Policy Committee re: Advocacy (including legislative, partnership, Friends/Foundation)

Sheet 2:

Contract

Waiting

Hopeful – move on

Staff impatient

Next Steps:

1. Email to Charlton expressing eagerness to move on; get contract and 2017/2018 Budget in place

Sheet 3:

Next steps:

- Willing to put money in budget for enhancement re: OLA standards and strategic plan, provided contract amendment is in place
- Budget is adopted in May/June

Monday

1. Contract amendment
2. Dave Maxfield, Lucien Kress, Technology Committee

Sheet 4:

Make committee chairs in July

- Assign OLA standards compliance tracking (and reporting status to admin)

How do we pay more in the near term?

- Discuss with LS&S

FAR TERM**Sheet 1:**

2020 Service Plan/Budget – Jill presenting

Jamar – Keeping the doors open is major challenge right now; provide open hours; programming is basically off the table right now

Sheet 2:

Jamar continued (suggestions apply to both Far and Near Term)

- Petting zoos – technology – devices for staff and public
- Training for staff in tech devices
- We are not getting to the younger adults to develop that market of use and advocacy
- Children’s program – I would add an “outreach corps”

Sheet 3:

Jamar does a staffing plan with n FTE that increases patronage by n% per year

2017/18

2018/19

2019/20

Jamar’s order of priorities:

1. Offer staff more hours to do outreach and enhance community engagement
2. Raise salaries
3. Add additional positions

Sheet 4:

Technology

- Staff software: Is \$7,000 enough for creative software?
- AMH (automated materials handling) system: Should this be added? Ballpark cost? Two locations?
- Public Adaptive Stations: Number seems low
- Computer lab/laptops: Where is the lab?

Sheet 5:

Technology (continued)

- Meeting room sound system: Low?
- Service station/self-check: Low?
- Salaries IT: Low?
- Best “counting” technology, e.g. Orange Boy, etc.

Final Sheet:

Columns 3 and 4 are the priority			
1	2	3	4
Process	Price List	Existing Staff	Key Objective – Adding more for existing staff
To be decided on by LS&S and the Board	As suggested by Dana; salary ranges to be determined by the Board	e.g., \$150,000; \$1/hr. increase across the board	

- Jill to consolidate the 2020 budgets

ADJOURN

Swift adjourned the JCLD Board Retreat/Study Session at 4:21 p.m.

/s/ Lisa Marston
Recording Secretary

Approved – May 11, 2017