

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
Service Center, 415 Tumwater Blvd. SW, Tumwater, WA 98501

November 12, 2003

MINUTES

BOARD MEMBERS PRESENT: Art Blauvelt, President; Edna Fund; Peggy Meyer; Dick Nichols; Pat Shults; Gene Weaver

BOARD MEMBER EXCUSED: Janelle Williams

STAFF PRESENT: Liane Bascou; Carol Dale; Sue Gorin; Jodi Reng; Tina Roose; Mike Wessells

President Blauvelt called the special meeting to order at 6:17 p.m. He announced that the purpose of the special meeting is to discuss expectations of Library Director Jodi Reng.

Board members discussed the areas they would like to see the Director focus on. The following items were discussed:

- (1) Develop Strategic Plan/Long Range Plan and determine how many years the plan should cover.
- (2) Review TRL's Mission Statement.
- (3) Improve the Goals and Service Priorities document and Progress Reports to include outcome based objectives.
- (4) In the short term develop a recommendation on CIPA and get up to speed on the district's budget.
- (5) Review how the Director communicates with the Board (e.g., immediate emails on breaking news).
- (6) Review the Open Public Meetings Act to make sure communications with Board do not violate the Act.
- (7) Review how the Board meetings are structured.
- (8) Receive a report from the Director after she has an opportunity to tour the entire district on what she considers the district's priorities.
- (9) Develop a marketing plan that will elevate the library as a vital service (e.g., accountability of how the district spends the budget, reaching people who do not have library cards, accessing services via the Internet when the library is not open).
- (10) Discuss sustainability of grant-funded services.
- (11) Meet with the Trustee representative of each county prior to touring in that county.
- (12) Ask Director to develop a document of her goals and objectives for review after six months and in December 2004.
- (13) Work on creating a self-supporting Foundation.

There was discussion of the role of the TRL Board of Trustees. The Trustees are the policy makers for the district. They need information to make decisions. They are advocates for the library and a connection between the public and the organization.

The meeting recessed at 7:14 p.m. and reconvened at 7:27 p.m. Director Jodi Reng joined the meeting.


The comments made earlier in the meeting were reviewed. In relation to CIPA, Ms. Reng said that the Board would need to make a decision at its December meeting. She presented the Board with a copy of a draft she has prepared on implications of compliance with CIPA. She anticipates that the Board will have a discussion about CIPA at its November meeting as well. After the Board has an opportunity to review the draft, she will talk with each Trustee individually for their comments and questions.

The formats of the Goals and Service Priorities and the Progress Report documents were discussed. The Board requested Ms. Reng develop goals for 2004, and recommend a better format. Mr. Nichols shared his concern that there be a separate goal for a self-supporting Foundation rather than having the Foundation listed as a subset under other goals. The Goals and Service Priorities document has been used to review the Director's performance. The Board would like the Director to create a document with measurable outcomes that the Board can use in evaluation of the Director at six months and in December 2004. Ms. Reng agreed that evaluating progress should be based on input, output and outcome. Mr. Blauvelt said he expects that individual Trustees will be sharing with Ms. Reng what they perceive to be important goals. Some of the goals may not be supported by the full Board and Ms. Reng will need to flesh these out to discuss with the full Board.

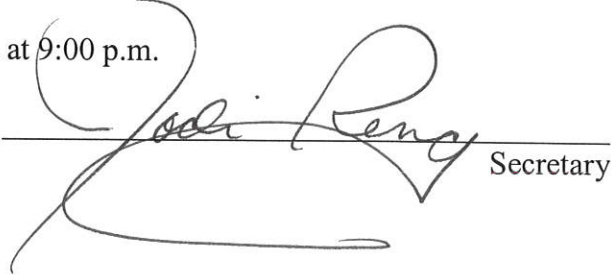
There was discussion of the need for Ms. Reng to familiarize herself with Washington State's Open Public Meetings Act. There are restrictions on what the Board may discuss in Executive Session. Emails are a convenient communication tool, but we must be cautious that discussions do not take place via email or teleconference if there are four or more Trustees involved. We also must be careful about using public resources in election campaigns. It was suggested that TRL's attorney and Susan Hanson are good resources on these subjects.

Ms. Reng said she has been learning about TRL's budget. She attended a meeting of the Library Legislative Planning Committee. She attended a CIPA workshop. She has toured all of the Lewis County libraries, and has visited most of the libraries in Thurston County as well as the Shelton library. She will begin discussion of a Strategic Plan at a meeting of the Library Managers on November 17. She will review the need for a Strategic Plan, the process we will use to develop a plan, and how the library managers will be involved. She will ask staff to develop lists of groups, clubs and agencies in their respective areas and identify contacts for each. She will ask these contacts what they do and what the library can do for them. The branch managers will be asked to analyze these groups' responses and recommend ways that the library can help them reach their goals. Out of this information and staff's creativity, we will come up with district goals so that TRL will be seen as an organization in each community that helps people get to where they want to be. Then a Strategic Plan will be developed. Ms. Reng then envisions a marketing campaign. She foresees that throughout this whole process we will identify people who want to become involved in supporting the Foundation. Creating such a Strategic Plan will take about nine months minimum to complete, in addition to a lot of staff time and energy. She expects the bulk of the work will fall on the library managers. After we have gathered all of the necessary information, a retreat will be held to put together the plan. A Strategic Plan usually covers five years since that is about as far as we can predict our budget. Ms. Reng said she is impressed with TRL's current Mission Statement. It is an encompassing statement and very user oriented and she doesn't anticipate any major changes in the statement.

There was no further business and the meeting adjourned at 9:00 p.m.



President



Secretary