

Board Development Committee Meeting
March 5, 2021
Minutes

Attendance: Trustee Louis Ceja, Committee Chair; Trustee Brenna Baker, Committee Member; Mary Chiz, Board President; Jennifer Cottrill, Library Director.

Mr. Ceja called the meeting to order at 1:06 PM.

Ms. Cottrill presented proposed revisions to the Trustee Orientation. Committee members made the following suggestions:

- When the Communications/Public Relations Plan is complete, create a Niche Academy tutorial for this as well (in addition to the one on Customer Service).
- Create an online version of the Board Orientation Packet in the Board Portal for easy trustee reference.
- Instead of purchasing one copy of the Trustee Fact File for each trustee (as proposed by Ms. Cottrill), purchase one copy of the Trustee Fact File for the the library's professional collection and one copy for the library's circulating collection and make both copies available to trustees. When available, provide a digital copy in the Board portal.

The Committee recommended acceptance of the revised Trustee Orientation by the full Board.

The Committee then examined the Trustee Orientation Checklist proposed by Ms. Cottrill. President Chiz proposed that some or all aspects of the Checklist be repeated periodically by trustees as a refresher. After discussion, the Committee agreed that Ms. Cottrill would create a Trustee Refresher Checklist to be completed by all trustees every two years (coinciding with trustee elections). The committee recommended that the Refresher Checklist be shorter than the Orientation Checklist (to avoid redundancy of items that are already routinely reviewed) and that each trustee's Refresher Checklist be kept on-site at the library for trustees to update when they come for regular board meetings. Ms. Cottrill agreed to submit both the Orientation Checklist and the Refresher Checklist to the full Board for acceptance.

Ms. Cottrill presented proposed minor changes to the Trustee Job Description and explained that the major substantive change was to emphasize strategic planning and capital planning, which had not been emphasized in the previous version. The Committee recommended acceptance of the revised Trustee Job Description by the full Board.

In other business, the Committee noted the desirability of periodic in-person reports to the Board by key staff members other than the Director as a method of enhancing their understanding of library operations and practices. Ms. Cottrill noted that she had invited Public Services Manager Jamie Kallio to address the Board at its March meeting and would look for opportunities to invite other key staff to future Board meetings.

Mr. Ceja adjourned the meeting at 1:37 PM.

Respectfully submitted,



Jennifer Cottrill, Library Director