



**District Board Work Session
Monday, November 23, 2020**

Minutes

Board Present: Karen Esvelt, Stephen Hillis, Susan Stovall, Guy Chittenden (arrived at 3:30 pm)

Staff Present: Jane Ellen Innes, Laura Jones

I. Call to Order

Karen Esvelt called the meeting to order at 2:33 pm.

II. Acceptance of the Agenda

It was moved by Susan Stovall, seconded by Stephen Hillis, to approve the agenda with flexibility. Motion passed unanimously.

III. Public Comment

None.

IV. Policies – Review and Clarify

The group had a brief discussion reviewing the purpose of the Executive Limitations policies (1) Financial Condition and Activities, and (2) Financial Planning and Budgeting, and why these were reviewed quarterly.

V. Project Action Plans

All present discussed how to document projects. Laura mentioned that the staff has just started using a product, ClickUp!, to track projects and tasks. It is a robust product that can be used for larger projects. Board members will be added to the ClickUp! Workspace.

VI. Strategic Planning

1. Strategic Plan

All agreed that there is a need to review previous strategic plan and work together on a new 5-year or 10-year plan. Using key informants, and surveying the community were suggested as part of the data gathering.

2. Mission and Vision Statements

The Board revised the Library's mission and vision statements:

Mission: To strengthen our community through opportunities to educate, engage, and explore.

Vision: The Library is a trusted community resource and an essential platform for learning, creativity, and innovation by providing a conduit between information and knowledge.

As part of the mission/vision discussion, all agreed that the Library can serve as a lifeline for job and career information, educational opportunities, literacy, health resources, and government/community services. It was decided that the Results Policy will be reviewed at the next meeting to ensure that it aligns with the revised mission and vision.

3. *Future Building / Expansion*

All present discussed the possibilities for future building and expansion. It was acknowledged that staff space has always been an issue. Members asked for staff ideas for creating more workspace, and a breakroom. Innes will share the request with the staff and collect feedback before the next regular board meeting.

4. *Preliminary SWOT Analysis*

All agreed that a SWOT Analysis can begin after review of the Results Policy.

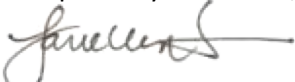
5. *Next Steps and Timeline*

Tabled until January.

VII. Adjournment

With no further business before the Board, the Work Session was adjourned. The next meeting of the Board of Trustees is Tuesday, December 8, 2020.

Respectfully submitted,



Jane Ellen Innes
Secretary to the Board