

AGENDA

Board Retreat

Stillwater Public Library

January 5, 2019 8am-11:30am

Location: Stillwater Public Library

Time	Activity	Person(s) responsible
8:00 - 8:15am	Welcome and introductions	Mike Keliher and Mario Hernandez
8:15 – 8:20am	Purpose of today	Mario Hernandez
8:20 - 9:30am	Board roles and responsibilities and organizational life cycle <ol style="list-style-type: none">1. Emphasis on leading strategically2. Emphasis on role of committees	Mario Hernandez
9:30 - 9:50am	Reviewing board calendar for 2019	Mario Hernandez
9:50 - 10:00am	BREAK	
10:00 – 10:15am	Library's history and current mission moments	Mark Troendle and Mario Hernandez
10:15 – 11:25m	Monitoring progress on the upcoming strategic plan <ol style="list-style-type: none">1. Dashboard for overall plan2. Work plans<ol style="list-style-type: none">i. Board calendarii. Committee calendars	Mario Hernandez
11:25 - 11:30am	Next steps and evaluation	Mike Keliher and Mario Hernandez

PRE-WORK FOR BOARD RETREAT

Stillwater Public Library

Reflection questions to consider in advance of the meeting:

Questions	Reflection notes
What is motivating me to be on a board of directors?	
What strengths do I bring?	
What are my personal goals in relation to serving on a board?	
What type of community impact do I want to see achieved by the library during my board service?	
What questions do you have about board member capacity needed by the library as it moves forward?	

Stillwater Public Library 2019 board calendar

Key dates and milestones for the library and trustees

January:

- Strategic planning consultant meets with board to review community feedback survey report
- Board annual meeting follows regular monthly meeting; every other year (including this year) we elect new board officers
- Begin development of five-year capital forecast (2020-2024)
- Board passes ratification of wages prepared by Director
- Four-month progress check discussion for Director performance evaluation

February:

- Review / approve new strategic plan (tentative)

March:

- SPL representatives (usually director and board chair) visit Stillwater Township annual meeting to share news and thank the township for its financial gift (an annual tradition, but it's a gift, not a requirement of any sort)

April:

- National Library Week (7-13)

May:

- 2020 capital outlay request and 2020-2024 CIP plans due
- Begin preparing operating budget request (library staff + finance committee)
- Eight-month progress check discussion for Director performance evaluation

June:

- Ongoing operation budget request discussions and preparation

July:

- Board adopts/approves 2020 budget request, submitted to city

August:

- City council budget hearings

September:

- City council adopts preliminary budget / tax levy
- Annual performance evaluation for Director

October:

- Year-end board vacancies announced for new applicants or possible reappointments
- Board adopts holiday schedule for 2020

November:

- Possible interviewing of applicants for year-end board vacancies

- Negotiate new joint powers agreement with Washington County Library before December 31 if needed

December:

- Final 2020 budget adopted by city council
- Set staff meeting schedule for 2020
- Negotiate new union contract before December 31 if needed
- Possible board approval of recommended candidates for year-end board vacancies