

1 ORCAS ISLAND LIBRARY DISTRICT



3 Library Board Retreat Minutes

4 January 31, 2020

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6 Library Board Vice President Madeline Sheplor called the Board Retreat to order at 10:03 a.m. in
7 the Orcas Island Library Community Room. Also attending were Trustees Jens Kruse and Julia
8 Wrapp; Library Director Phil Heikkinen and staff member Janet Marlow.

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10 **Library public stakeholders, including staff and volunteers joined the Board for the morning**
11 **portion of the Retreat.** Madeline opened the Retreat by welcoming all attendees, giving an
12 overview of the structure of the morning portion, and asking everyone to introduce themselves.

13
14 Goals & Ideas: The Board asked the stakeholders present to share a professional development goal
15 for the year as well as one idea for something new they'd like to try in their respective areas in
16 2020. Recurring topics included:

- 17 • Increase social media skills and presence to promote programs and resources
- 18 • Outreach to seniors
- 19 • Disaster planning
- 20 • Donor estate planning
- 21 • Possible conferences and training opportunities for staff and Board
- 22 • Enhance volunteer appreciation
- 23 • Program and class ideas
- 24 • Bookmobile
- 25 • Possibility of a generator
- 26 • Local author section
- 27 • Completion of facilities and landscaping projects
- 28 • Handicap accessibility with new entrance
- 29 • Collaboration with the Shaw Island Volunteer Library
- 30 • Computer and network security

31
32 Strategic Directions: The Board and stakeholders then reviewed the Library's stated Strategic
33 Directions: mission, service goals, and core service values. The group agreed that the Strategic
34 Directions remain appropriate and discussed ideas of ways to support them, including a
35 bookmobile, library card campaigns, and reaching out to the local Hispanic population.

36
37 **The morning portion with stakeholders adjourned at 11:57 a.m. The Board took a lunch break**
38 **from 11:57 a.m. to 12:33 p.m.**

39
40 Library Board Vice President Madeline Sheplor called the afternoon portion of the Retreat to order
41 at 12:33 p.m.

42
43 Review of stakeholder ideas:

- 44 • Training opportunities: Phil explained the different conferences available for staff to
45 attend. Madeline mentioned that social services training appeared as a common theme and
46 suggest that something be offered this year, perhaps an in-person event including the
47 Sheriff's Office and Fire Department.
 - 48 ○ **Action Item:** The Board agreed that First Aid/ CPR training for the whole staff
49 should be a priority for the year. Madeline mentioned that staff should train
50 volunteers on where the First Aid Kit and AED are located.

- 51 • Resources: The Board discussed the promotion of resources offered by the Library.
52 • Programming: Phil asked if, with the abundance of ideas, the Programs Committee could
53 help define and prioritize the focus for the year.
54 • Disaster Planning & Generator: The Board discussed what the role of the Library could be
55 in the event of a community disaster and agreed that the Library needs to have a plan in
56 place, whether it's to be a shelter or not.
57 ○ **Action Item:** Phil suggested that the Board create a Disaster Planning Task Force.
58 Julia agreed to participate.
59 ○ **Action Item:** The Board agreed to investigate funding opportunities for a generator
60 (i.e., FEMA grant)
61 • Board & Staff interaction:
62 ○ **Action Item:** The Board and Phil agreed that one staff member would attend a
63 Board Meeting at least once per quarter to present a brief, informal update on their
64 area. Phil also welcomed Trustees to attend the semi-monthly staff meetings at
65 their convenience.
66

67 Review Strategic Directions input: The Board agreed that the Strategic Directions remain
68 appropriate, and discussed the current priorities for the Library.

- 69 • **Action Item:** The group agreed that the main priority for the year is to complete the
70 remaining remodeling items.
71

72 Volunteer, Donor, and Friends of the Library recognition ideas: The group discussed the current
73 recognition methods and brainstormed how to enhance the recognition. Ideas included: Books of
74 donors rather than traditional plaques; annual party for all volunteers, friends, and donors;
75 volunteer recognition on social media; goodie bags or treats for Friends at the annual book sales.

- 76 • **Action Item:** The group agreed to engage local artists to share creative ideas to recognize
77 the donors for the building project.
78

79 Committee Assignments: The Board tabled this topic until the February Regular Board Meeting.
80

81 Other Topics:

- 82 • Community Relationships: The group discussed the established relationships with local
83 groups and agencies. Suggestions included the possibility of providing legal aid to the
84 community and to partner with the Department of Energy Management in conjunction with
85 the Disaster Planning goal for the year.
86 • How best for Trustees to represent the community to the Library, and vice versa: The
87 Trustees discussed representing the Library at community potlucks. The group also
88 discussed the possibility of having an informational booth at the Saturday Market.
89 • Review of the role of a library board; Board training ideas: The Board discussed the Open
90 Public Meeting Act training required for all new Trustees. Phil also reminded the Trustees
91 of the information available online for trustees and that a curated list of those resources
92 can be found on a Google Drive created for the Board.
93 • Donor development, estate planning: Phil said that he would like to provide convenient
94 information online to potential donors to assist in establishing bequests. Madeline
95 suggested that the Bellingham Library may have information online that could be helpful.
96 The group agreed that this topic may be appropriate for the Community Relations
97 Committee.
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99 **Adjournment:** Having completed the agenda, the meeting was adjourned by the Vice President at
100 2:00 p.m.

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102 Submitted by Janet Marlow.

103 Approved: _____