

1 ORCAS ISLAND LIBRARY DISTRICT



3 Library Board Retreat Minutes

4 April 7, 2023

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6 Library Board President Madeline Sheplor called the Board Retreat to order at 2:34 p.m. in the
7 Orcas Island Library Community Room. Also attending were Trustees Sam Blackman, Mary
8 Johanson, Tom McDonough, and Julia Wrapp Gates; Library Director Ingrid Mattson; and Friends
9 Board Members Michael Armenia and Laura Hanks.

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11 Welcome: Madeline welcomed the attendees.

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13 Review of Select Library Polices

14 *Vacation, Gift, and Fair Treatment (Staff):*

15 The group discussed the vacation policy as it exists and considered whether the current, annual
16 rollover amount (40 hours) is appropriate for the library's staffing needs and ability to pay when
17 an employee ceases work at the library. They also discussed how much time would be a reasonable
18 amount of time for an employee to use their paid vacation leave to be within the 40-hour rollover
19 limit. Madeline and Sam indicated they are most familiar with employers requiring employees use
20 paid vacation before they can take leave without pay and suggested that be added to the policy as
21 well. The policy committee plans to submit a draft reflecting these suggestions for board
22 consideration.

23
24 The group then discussed the Fair Treatment policy in the staff portion of the policy manual. It is
25 not the board's intent that the policy provides job protections exceeding current statutory at-will
26 laws. The policy committee plans to submit a draft reflecting this position for board consideration.

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28 The group then discussed the Gift Policy. Ingrid suggested proposed language that seems to
29 address the library's needs: the library cannot accept conditional gifts. This is a wholly neutral
30 position that focuses on the library's needs rather than on the gift giver's aims in offering the gift.
31 The policy committee plans to submit a draft reflecting this proposed language for board
32 consideration. The board will also consider at a future meeting whether to adopt forms similar to
33 those used by the Historical Museums when considering or accepting gifts.

34
35 Committee Structures and Functions:

36 The group discussed existing board committees, library needs, and potential for committee work.
37 Each committee's work in the past was considered, along with how library staff could be better
38 supported. The group concluded there are greater long-range needs the committees could meet and
39 that it would be helpful for committees to meet quarterly for deep knowledge development to
40 better position the board for action. Committees that would be helpful in this regard are Finance
41 and Budget, Policy, and Planning.

42
43 Long-Range Planning and Goal-Setting:

44 The group discussed timing and approach for strategic planning. The group concluded it would be
45 helpful to spend the remainder of 2023 brainstorming in preparation for committed long-range
46 planning over the course of 2024. As part of this 2023 process, the board would like input from
47 staff on topics of the staff's choosing at upcoming board meetings (e.g., a staff spotlight).

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49 **Adjournment:** Having completed the agenda, the meeting was adjourned by the President at 4:48
50 p.m.

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52 Submitted by Ingrid Mattson.

53 Approved: _____