

Central Skagit Rural Partial County Library District
Board Retreat Minutes
702 Metcalf Street, Sedro-Woolley
Saturday, May 19, 2018

9:00am

Trustees Present: Mary Alice Grobins, Chair
Mindy Coslor, Vice Chair
Ahmik Hindman
Darcy Resetar
Lynn Torset

Staff Present: Jeanne Williams, Director

Facilitator: Catherine McHugh

1. Overview: Review Agenda & Meeting Ground Rules (Appendix 1)

The Board of Trustees reviewed the agenda and meeting ground rules.

2. Introductions & New Member Welcome

The Trustees took part in an ice-breaking exercise where pairs talked and then introduced each other to the group.

3. Purpose, Roles, Ground Rules: Review (Appendix 2)

The Trustees reviewed the Board Purpose, Roles and Ground Rules Revisions to the Board Purpose and Roles are attached. There was also discussion of communication where it was decided that Trustees would commit to checking email at least twice a week, Tuesday and Thursday, and responding in a timely manner to email correspondence. Jeanne Williams will work on getting Gmail to give a priority flag on emails and using the read receipt function.

4. Board Self-Assessment (based against Purpose, Roles, Ground Rules)

The Board of Trustees went through the Purpose, Roles and Ground Rules and assessed how it operated based on those rules. Overall the Board found that it had operated within these facets of boardsmanship.

5. Working Lunch: Review 2017 Accomplishments & 2018 Strategic Focus

The Board of Trustees reviewed accomplishments made towards the 2018 Strategic Focus.

6. 2019 Strategic Focus Discussion

The Board of Trustees discussed the focus for 2019 and found the 2018 Strategic Focus points to still be valid, though the objectives for each of those focal points will be different since the Library Partnership has been completed and the design of a new library is in process. The Library will continue to focus on the new library design, operation of the current library, and operating bookmobile services. The Trustees also brainstormed ways to work towards the focal point of public relations by getting involved and attending local meetings (Rotary, Chamber, etc.) and taking part in speaking engagements. Further, the Trustees discussed building strategic partnerships with the Sedro-Woolley School District Board and making contact with Upper Skagit Tribal leadership.

7. Bylaws Review & Discussion (Appendix 3)

The Board of Trustees reviewed the Bylaws and made changes to take to the next two regular Board meetings for discussion and adoption.

8. Director Evaluation Process & Timing

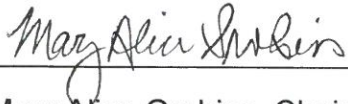
Catherine McHugh shared with the Board her experiences with public entities in evaluating the executive director. She stated that many organizations create a committee to guide the process and create the instrument and then have a consultant manage the gathering of information for a report to the Board. The Board of Trustees discussed using this method and the timeline to get it in place. This will be discussed further in a regular board meeting for the appointment of a committee.

The Board also discussed the need to align the Director's contract with the Library's fiscal year (January 1-December 30) for budgeting and strategic planning purposes. The Director's contract currently follows a July 1-June 30 schedule. The contract will be amended in a regular meeting to reflect this timing change.

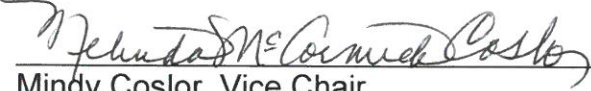
9. Summarize action items and next steps; meeting debrief

The Board of Trustees closed the meeting by discussing action items and next steps.

10. Adjournment 3:00pm



Mary Alice Grobins, Chair

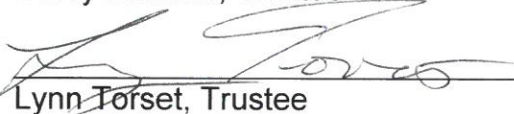


Mindy Coslor, Vice Chair

Ahmik Hindman, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee

Central Skagit Rural Partial County Library District

Board Retreat Agenda

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2. Introductions & New Member Welcome
3. Purpose, Roles, Ground Rules: Review
4. Board Self-Assessment (based against Purpose, Roles, Ground Rules)
5. Working Lunch: Review 2017 Accomplishments & 2018 Strategic Focus
6. 2019 Strategic Focus Discussion
7. Bylaws Review & Discussion
8. Director Evaluation Process & Timing
9. Summarize action items and next steps; meeting debrief
10. Adjourn 3:00pm

CENTRAL SKAGIT RURAL PARTIAL LIBRARY DISTRICT

BOARD OPERATING GROUND RULES

Board Meetings

- Come prepared to effectively & productively conduct Board business:
 - Read the Board Packet prior to the meeting
 - Proactively contact Board Chair and / or Library Director prior to meetings with questions, concerns, etc.
 - Reflect on agenda topics prior to the meeting; come prepared to discuss them.
 - Proactively suggest additional agenda topics when needed
- Maintain appropriate focus and altitude (strategic versus operational).
- Share all relevant information.
- Use the “Explore / Narrow / Decide” model to identify agenda topics; refer to it for clarity during discussion.
- Sub-committees will report at monthly Board meetings.
- Use a Parking Lot to capture ideas that are important but not relevant to the current discussion; attach an up-to-date list to Board Agendas.

Non-negotiables

- Treat others with respect.
- Don't blind-side each other.
- Serve on sub-committees and fill officer roles as needed.
- Only items acted upon in Open Session may be discussed with the public.
- Speak with one voice on Board decisions and opinions.
- Executive Session content is confidential.
- Director performance is only discussed in Executive Session, not with the public.
- Hold each other accountable to our Ground Rules.

CENTRAL SKAGIT RURAL PARTIAL LIBRARY DISTRICT

BOARD OPERATING GROUND RULES

Communication Courtesies

- Encourage open, constructive discussion with respect for differing perspectives.
- Use email to convey Board Packet materials and meeting logistics.
- If you have questions / curiosities, take the initiative to call those with relevant knowledge and information.
- Sub-committee members will huddle at the end of their meetings to determine whether anything needs to be communicated.
- Proactively share questions and concerns with the Library Director rather than staff.
- Schedule a meeting with the Library Director to discuss individual concerns and ideas.
- When Library staff approach Trustees re Library business, direct them to the Library Director.

Interpersonal

- Test assumptions and inferences.
- Focus on interests and concerns, not positions.
- DTIP: don't take it personally.

CENTRAL SKAGIT RURAL PARTIAL LIBRARY DISTRICT

BOARD PURPOSE & ROLES

The Board's Purpose is to:

- Guide the development and provision of library services to District residents.
- Fulfill its legal authority to be good stewards of the public funds entrusted to the District.
- Advocate for our library and libraries in general.

Trustee Roles

Governing Roles

- Hire and evaluate the Library Director.
- Establish direction to guide the work of the Library Director re. long-term strategic focus, policies, goals, and communication.
- Monitor and evaluate the overall effectiveness of the Library and performance versus goals; course correct as needed.
- Develop and adopt new policies as needed; review policies regularly.
- Conduct the business of the Board at regularly scheduled meetings.
- Support the Library Director.
- Review and approve the annual Budget.

Strategic Roles

- Establish, review, renew, and articulate our Mission and Strategic Focus.
- Promote Library services through outreach and contact with the public, community and local government agencies, and other stakeholders.
- Advocate for library resources and opportunities.
- Listen to our patrons and stakeholders.
- Strive to make data-driven, evidence-based decisions.
- Participate in Board development activities and continuing education.

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- Maintain appropriate focus and altitude (strategic versus operational).
- Share all relevant information.
- Use the “Explore / Narrow / Decide” model to identify agenda topics; refer to it for clarity during discussion.
- Sub-committees will report at monthly Board meetings.
- Use a Parking Lot to capture ideas that are important but not relevant to the current discussion; attach an up-to-date Parking Lot list to Board agendas; periodically review Parking Lot items for potential inclusion into meeting agendas.

Non-negotiables

- Treat others with respect.
- Don't blind-side each other.
- Serve on sub-committees and fill officer roles as needed.
- Only items acted upon in Open Session may be discussed with the public and staff.
- Speak with one voice on Board decisions.
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CENTRAL SKAGIT RURAL PARTIAL LIBRARY DISTRICT

BOARD OPERATING GROUND RULES

Communication Courtesies

- Encourage open, constructive discussion with respect for differing perspectives.
- Use email to convey Board Packet materials and meeting logistics.
- Check library email on a regular basis (Tuesday and Thursday).
- Notify the Library Director if leaving the area for extended time.
- If you have questions / curiosities, take the initiative to call those with relevant knowledge and information.
- Sub-committee members will huddle at the end of their meetings to determine whether anything needs to be communicated.
- Proactively share questions and concerns with the Library Director rather than staff.
- Schedule a meeting with the Library Director to discuss individual concerns and ideas.
- When Library staff approach Trustees re Library business, direct them to the Library Director.

Interpersonal

- Focus on interests and concerns, not positions.
- Test assumptions and inferences.
- DTIP: don't take it personally.
- When conflict arises:
 - Assume best intentions as a starting point.
 - Resolve conflict(s) promptly.
 - Speak directly with the Board member(s) involved.
 - Clarify misunderstandings.
 - Agree, together, how to move forward.