

Bloomington Public Library
Board of Trustees
Planning, Policies, and Programs Committee

Wednesday,

January 13, 2016

5:30 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

Minutes

I. Call to Order

Emily Kelahan, Chair called the meeting to order at 5:33 p.m.

II. Roll Call

PRESENT: Alex Cardona, Emily Kelahan, Carol Koos (arrived at 5:35 p.m.),
Van Miller

ABSENT: Whitney Thomas

OTHERS: Terry Lindberg, Caprice Prochnow, Carol Torrens

III. Introductions

There were no introductions.

IV. Public Comment

There were no public comments.

V. Approval of Minutes

A. July 1, 2015

As there was not a quorum of those that were present at the July 1, 2015, the approval of the minutes will be held over until the next committee meeting.

VI. Unfinished Business

A. Revision of Strategic Plan

Emily Kelahan shared that she has had some great conversations with Director Lindberg about how to move forward on this in a thorough, responsible, but efficient manner. She went on to say, that he had a fresh look at the Anders Dahlgren plan from 2012, and proposed updating that plan, and changing the things that are inaccurate about it, and adopting it as the Strategic Plan.

There was a lively discussion on this, and clear progress was made on developing the Strategic Plan. There was consensus amongst the Committee members that the following Plan revisions be proposed to the full Board: To merge any aspects of the draft outline prepared by Deb Halperin that are not currently included in the Dahlgren Plan and should be; to show the Board's desire to expand the Library in its current downtown location; to share Bookmobile resources along with Outreach goals as well as circulation; update the metrics, statistics and numbers.

Emily proposed having a working document available at the February meeting in order to give feedback, a final draft at the March meeting for approval, and then to the full Board for approval at the March 15 meeting. The Committee members were in agreement.

VII. New Business

A. Committee and Board Governance

Emily Kelahan shared that she had placed this item on the Agenda as President Koos had referred to the 3 P's Committee, the task of coming up with rules of procedure for committees.

President Koos stated that the need for some Committee Guidelines became apparent at the time the Bookmobile Ad Hoc Committee was created, and Alex had not been given any real direction on procedures, timelines for setting meetings, etc. She went on to say, that the Board is governed by the procedures that have been voted on and agreed to, agreed practices, and the Bylaws. President Koos stated that in the case of committees, it has been based upon agreed practices, rather than any written procedures.

Emily Kelahan proposed revising the Bylaws to contain a little more information about how committees are governed. There was agreement on this as well as having a "transition document" detailing committee procedures for new Chairs. Alex Cardona will provide a template of the document to Director Lindberg to develop with staff, and present a draft for approval at the 3 P's Committee March meeting.

Emily Kelahan next addressed Goal #1 ("improve staff and Board partnerships to strengthen organizational health") from the Halperin plan. She went on to say, that having guidelines and more clear channels of communication and group understanding of practice somewhat connects to this idea of organizational health.

Director Lindberg stated that if the Board promotes that they are united in supporting the Strategic Plan, this would raise the comfort level amongst staff. He went on to say, that staff could then build their reports and Business Plan to reflect the Plan.

Emily Kelahan stated that she is optimistic that the Board will be able to make that clear statement. She went on to say, that both the guidelines and the Strategic Plan are in process with final products anticipated in the spring.

Emily Kelahan stated that some of the Bylaws are not very clear, and item f. (which covers the responsibilities of committees) should be revised. Emily shared the example of the Budget & Personnel Committee being charged with evaluating the Director annually, and now that the evaluation tool has been revised, Director goals have to be established annually as well. Emily proposed that a timeline for the various committee responsibilities be included in the Bylaws as well.

Emily stated that also under item f. it does not expressly state that the President has the power to form an Ad Hoc Committee. After a quick discussion it was decided that the sentence, "The President may appoint such committees and charge them with such responsibilities as are deemed appropriate." conveys this.

Emily shared another aspect that is not covered under committees is how items of business get referred to between committees. She went on to say, that the way the Bylaws are written, the President has the expressed authority to refer items to committee, but there were occasions where 3 P's was doing work that really was not suited for their purview, and the question was could they as the committee refer it to another committee. After some discussion, it was decided that the President would continue to be the one to charge committees and have the authority to transfer items between committees, acting as a liaison.

VIII. Comments from Committee Members

There were no comments from Committee members.

IX. Adjournment

Alex Cardona moved, Van Miller seconded, to adjourn the meeting. The motion carried unanimously.

Emily Kelahan, Chair adjourned the meeting at 6:26 p.m.