Library of Graham Board of Directors | *Meeting and Board Retreat Minutes*
February 28, 2025

A regular meeting of the Library of Graham Board of Directors was held February 28, 2025, beginning at 9:15 AM in the conference room of the Library of Graham. A special Board Retreat followed the Public Forum and .

BOARD MEMBERS PRESENT: Board President Stefani Schutz, Board Vice President Carol Phaling, Board Secretary Christie Andrews, Denny Berend, Erin Collins, Ellen Morris, Mike Thompson

BOARD MEMBERS ABSENT: none

NON VOTING MEMBERS: Weta Phillips, Debi Burkett (absent)

STAFF: Library Director DeAnna Bullock

GUESTS: Patsy Dollar

WELCOME
The meeting was called to order at 9:15 AM by Stefani Schutz.

APPROVAL OF THE AGENDA

1. Call to Order
2. Notice of Posting
3. Roll Call
4. Public Forum
5. Discussion re: long range planning, mission and priorities
    a. Plan Development
    b. Programming, collections, patron needs, and priorities
6. Consider and act re: long-range planning and direct library director re: action items
7. Consider and act to approve meeting minutes from the previous meeting
8. Discussion re: action items and proposed future agenda items
9. Adjournment

PUBLIC FORUM
There were no addresses from members of the public.

DISCUSSION RE: LONG-RANGE PLANNING AND DIRECT LIBRARY DIRECTOR RE: ACTION ITEMS

During SWOT analysis, the Board consolidated and analyzed our strengths, weaknesses, opportunities, and threats to our organization. Based on this analysis, the Board identified four short and long-term goals.

1. Need for expanded adult programming
    a. a Men's Book Club will be established with its first meeting in June 2025
    b. a free community event will be held at the Library on a Saturday evening in October and will feature literary-themed optional costumes and games
2. Community Outreach/PR - the Library will facilitate the installation of three new Free Little Libraries on various city properties before the end of the calendar year
3. Staff development/appreciation - the Library will utilize Facebook and publicly recognize each staff member during National Library week, which will also be formally announced at City Council
4. Financial security - the Library will apply for at least one grant per quarter

CONSIDER AND ACT RE: LONG-RANGE PLANNING AND DIRECT DIRECTOR RE: ACTION ITEMS

Mr. Thompson made a motion to table action items; Ms. Andrews seconded the motion. All members voted in favor.

CONSIDER AND ACT TO APPROVE THE JANUARY 2025 MEETING MINUTES

Mr. Thompson made a motion to approve the January minutes. Ms. Collins seconded the motion. All members voted in favor.

DISCUSSION RE: ACTION ITEMS AND PROPOSED FUTURE AGENDA ITEMS

It was determined that Ms. Bullock will provide a list of the Library's Needs/Wants before the next meeting. The Board will also review the makeup/purpose of the subcommittees.

ADJOURN

The meeting adjourned at 3:19 PM.

Attest:

Stefani Schutz, Board President

DeAnna Bullock, Library Director