Library of Graham Board of Directors | *Board Retreat Minutes*
March 1, 2024

A special Board Retreat of the Library of Graham Board of Directors was held Friday, March 1, 2024 beginning at 10:00 am. in the conference room of the Library of Graham.

BOARD MEMBERS PRESENT: Board President Stefani Schutz, Board Vice President Carol Phaling, Board Secretary Christie Andrews, Bryan Bivens, Erin Collins, Mike Thompson

BOARD MEMBERS ABSENT: Christy Chappell

NON VOTING MEMBERS: Weta Phillips (absent), Peggy Sonnenburg (absent)

STAFF: Library Director DeAnna Bullock

GUESTS: Thomas Wallner, Graham Leader

WELCOME
The meeting was called to order at 10:00 AM by Ms. 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
6. Consider and act re: long-range planning and direct Library Director re: action items
7. Discussion re: action items and proposed future agenda items
8. Consider and act to set date and time for the next meeting of the Board
9. Adjournment

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

DISCUSSION REGARDING LONG-RANGE PLANNING, MISSION, AND PRIORITIES
A SWOT analysis activity generated topics for discussion. Trends for (S)trengths included facilities and atmosphere (vibes), staff, programming, collection and digital offerings, and financial support; (W)eakness trends were budget, safety/ADA compliance and security protocols, outdated materials and formats, public relations, and hours; (O)pportunities were for fundraising, programming, hours, and public relations; (T)hreats were noted as budget, safety/ADA compliance and security protocols, facility cost, and obsolescence.

CONSIDER AND ACT REGARDING LONG-RANGE PLANNING AND DIRECT LIBRARY DIRECTOR REGARDING ACTION ITEMS

Using a draft supplied by Mr. Thompson, the Board workshopped new Mission and Vision statements. The proposed Vision statement read, "*The Library of Graham is a vibrant space that promotes lifelong learning, personal growth and connection.*" Mr. Thompson made a motion to accept the Vision statement; Ms. Collins seconded the motion. The motion passed unanimously.

The proposed Mission statement read "*The Library of Graham strives to be the heart of our community by offering diverse resources, innovative programs, and exceptional services to empower individuals of all ages and backgrounds.*" Mr. Thompson made a motion to accept the Mission statement, Ms. Phaling seconded the motion. Five of the present members voted in favor with Mr. Bivens abstaining a vote.

DISCUSSION REGARDING ACTION ITEMS AND PROPOSED FUTURE AGENDA ITEMS

Budget appeared in multiple categories during SWOT discussion. To bolster the budget, the Board determined that a detailed fundraising plan would be ideal to meet long-term goals for programming, materials, and facilities. The proposed goal of $100k/year ($30k for programming. $30k for materials, $40k for building/misc) and ideas mentioned were a "donate now" button on the website/posts, a dinner auction, a literary themed night, a murder mystery dinner, and/or a charcuterie and wine night. The Board will also determine if establishing a Foundation to keep direct donations is the best route for this long-term fundraising effort. Ms. Bullock will confirm fundraising advisability with the City Manager.

Ms. Bullock will follow up regarding possible green initiatives to save money on facilities.

Safety also appeared multiple times. An immediate need for new front entry doors was mentioned by Director DeAnna Bullock. The doors are not currently ADA compliant and are a liability. This will be presented to the City Council as an issue to address with City funds, outside Library budget.

Hours of operation were discussed. Ms. Bullock will present the idea of a shift of Monday's hours (10:00-7:00) to staff for input.

Mr. Bivens will prepare a draft of proposed community standards to bring before the Board at the next regular meeting.

CONSIDER AND ACT TO SET THE DATE AND TIME FOR THE NEXT MEETING OF THE BOARD

The next regular meeting of the board will be held April 17, 2024 at 5:30 PM in the conference room of the Library of Graham.

ADJOURN

Ms. Andrews moved to adjourn at 3:18 PM, Mr. Thompson seconded. All members voted in favor.

Attest:

Stefani Schutz, Board President

DeAnna Bullock, Library Director