

# LIBRARY BOARD MEETING

## August 25, 2010

**Present:** Janet Dalgaard, Kathy Graef, Sterling James, James Milne, Tom Miller

**Staff:** Diane Satchwell and Joanna Campa

**Absent:** Tina Decker (*excused*), Greg DiLoreto (*excused*), Pam North (*excused*), and Mary Jo Steele

**Others Present:** Sherry Sheng and Kevin Bryck

Library Board Chair James Milne called the meeting to order at 5:57pm.

**Minutes Approval:** Janet Dalgaard moved to approve the June minutes. Tom Miller seconded the motion. The motion passed 4:1. Sterling James abstained as he was not at the June meeting.

**Agenda Review:** No changes were made to the agenda.

### **Directors Report:**

Sustainability – Library Director Diane Satchwell told the Board that Chris Jordan, City Manager, is really focusing on sustainability. During the Directors retreat in June, he had a speaker talk to the Directors. Staff is working on recycling as much as possible and throwing away as little as possible. They will be using reusable dishes and cups. Ms. Satchwell would like the Library to be a sustainability resource for the city. The library will be having speakers and programs for the community on how they can become more sustainable.

Strategic Planning – Ms. Satchwell stated she met with Chris Jordan and he would like one of her goals this year to be putting together a strategic plan for the library. City finance Director, Richard Seals, will be coming next month to talk to the Board about the budget. They have been talking about getting a facilitator to head up the strategic plan which could cost up to \$75,000. Ms. Satchwell stated she has done strategic planning in the past and feels very confident in putting this together herself and using the monies they had set aside for the facilitator in other areas where they are needed for the library. Ms. Sheng made a comment to the Board that she did her own strategic planning when she was the director at the Portland Zoo. She stated it worked very well having the director be the face of the strategic plan when talking to committees. **Mr. Miller motioned** that the library director, Diane Satchwell, be in charge of the strategic plan. **Ms. Graef seconded** the motion. The motion passed 5:0. The Board stated that

they would like Ms. Satchwell to have all the resources available to her for a successful completion of the strategic plan. Ms. Satchwell would like to begin the strategic planning process in September. She handed out a timeline of completion to the Board. March is her goal to have the plan ready to present to City Council for them to adopt the plan. She would like the Board to make recommendations for who they would like to be on the strategic planning committee. She would like the document to have 1, 3 and 5 year plan. Ms. Satchwell also handed out a survey she would like used in the strategic planning process for the Board to look over.

**Friends of the Library Report:**

Janet Dalgaard, Friends president, stated that the Friends Board meeting was held on Tuesday evening. They discussed possibly raising the prices of books and the possibility of a TV being put over the Friends Book Shelf promoting programs and events going on at the Library. The Friends Book Sale is coming up in September.

Sherry Sheng, President of the Library Foundation, thanked the Board for all the support they have given the Foundation. They are getting ready for their annual giving. This will start up in September. Ms. Sheng is hoping that at the Friends book sale in September they can have a presence and promote the Foundation.

**Parking:**

Ms. Satchwell passed out maps to the Board to look at the surrounding areas and come up with ideas for parking.

There being no further business, Library Chair James Milne adjourned the meeting at 7:30pm.

Respectfully Submitted,

Joanna Campa  
Recording Secretary

Next Library Board Meeting: September 22, 2010