

Minutes

Valley City Barnes County Public Library Board

Date: September 10, 2020

Call to Order. Meeting called to order at 5:38pm by Hilde
Board members present: Hilde, Joe, Tim, Dick, Vicky, Melissa
Staff: Steve

Agenda: Called meeting to discuss and update Strategic planning document, assign tasks, and set deadlines for completion.

Planning documents attached.

Adjournment. Motion Tim, meeting adjourned 6:37 without date.

2020 September 10 updated Strategic planning document VCBC public library

Goal 1: Improve Operations

| Objective | Objective outcome (ideas) | Person(s) is responsible | Completion by date |
|---|---|--------------------------|---|
| 1. Reorganization of the library organizational structure and board of directors a. policies, bylaws, procedures, board training | 1. Create board training materials | Steve, Hilde, Joe | 1/1/2021 |
| 2. Increase transparency and communication between funding agencies, collaborative organizations and the VCBC Library | 1. Board member and/or director attend city and county commission meeting quarterly NDLCC standard F9 2. Present annual report to commissions | Hilde, Steve | ongoing first quarter every year |
| 3. Execute all ND State Library standards to become a “future focused” library | 1. Complete 3-5 year technology plan NDLCC standard F13 2. Complete disaster plan NDLCC standard F14 | Board and director | July 2021 |
| 4. Systematic approach to staff retention and training | 1. Update job descriptions 2. Yearly evaluations 3. Create new employee training manual and checklist 4. Promote on-going professional development | Director and board | |

Goal 2: Attain Greater Public Awareness Through Marketing and Outreach

| Objective | Objective outcome (ideas) | Person(s) is responsible | Completion by date |
|---|--|-------------------------------|--------------------|
| 1. Create branches | | | 1/2022 |
| 2. Create and implement a marketing plan | 1. Create unique, recognizable logo NDLCC standard F18 | | 1/1/2021 |
| a. Update website | | | ongoing |
| b. Social media strategy | | | |
| 3. Update mission and vision statement and create a branding strategy | To be worked on in upcoming board meetings | | 1/1/2021 |
| 4. Update the Library programming to maximize public involvement | | Melissa L, Hilde, Steve | ongoing |

Goal 3: Make the Library Building an Inviting Place with a Welcoming Atmosphere

| Objective | Objective outcome (ideas) | Person(s) is responsible | Completion by date |
|---|--|--------------------------|---|
| 1. Fix the roof leaking issues | | Joe | Before snow flies |
| 2. Systematic approach to maintenance and updating the facilities | <ol style="list-style-type: none"> 1. Board building walkthrough and space needs assessment NDLCC standards F9 2. Create maintenance plan 3. Create equipment replacement schedule – director has started 4. Create building priority checklist, including available storage space (barn) | Board, Steve | 5/2021 1/2022 Ongoing 1/2022 |
| a. Create a replacement plan for shelving | | Board, Melissa L | |
| b. Better more comfortable furniture | | Tim | |
| c. Create areas for quiet reading | | | |
| 3. Expansion of places for programming | | | |
| a. Classroom space | 1. Expand maker space | | 6/1/2021 |
| a. b. Collaborative opportunities outside Library building | Partnerships with museum, extension office, university, local schools, | | ongoing |