

## **DCL BOT Retreat – 28 September, 2017, 2:00pm @ Hayti Heritage Center**

BOT Members Present: Dawn Trembath, Moy Biswas, Shawn Miller, Sandra Chambers, Phillip Harris, Hank Kinsley, Luis Oliverieri-Robert, Meli Kimathi Absent: Angela Wilson

DCL Staff Members Present: Terry Hill, Kathy Makens, Sandra Lovely, Matthew Clobridge, Tammy Baggett, Anita Robinson

Guest Facilitator: Alan Teasley, former Friends of the Library liaison to BOT

Library History Project – Luis is undertaking an effort to video record 1-minute testimonials from BOT members about their relationship to the Durham County Library. He will then compile them to produce a video that can loop at the start of the October Breakfast event.

Retreat Goals - A. Teasley

- 1) To recommit to goals articulated at previous retreat
- 2) To decide on activities to support goals

Explanation :

- Support the library in achieving its goals
- Provoke deeper engagement in the library in all Durham County communities
- Increase library usage in all Durham County communities

Brainstorming: What is the difference between engagement and usage?

Tammy outlines several broader library goals:

- Workforce development
- Literacy
- School readiness
- Collaboration with business community
- Reducing the digital divide
- Library presence

...as well as general BOT goal of bringing community concerns to the attention of the Library.

\*Conversation tabled at 2:41pm to move toward next agenda item.

Outcome – Forwarded to Advocacy Committee to inform their committee charge, to be presented at November BOT meeting.

Proposed Activities – Brainstorm

- Tabling at existing community events, like CenterFest, the Farmer’s Market, and other festivals
- Working with Friends and Foundation
- Attend Friends’ Book Sales and seek input
- Activity/Strategy to gather info (“I wish the library would...”)

## **Committee Planning**

- 1) **Proposed Committee Revisions**

Goal: Provide feedback to Shawn who will consider recommendation to disband BOT committees for Facilities and Standards and Information Technology; replace with BOT liaisons on corresponding DCL committees

Outcome: Overall BOT agreement with recommendation, with suggestion to tap 2 BOT members to serve as liaisons for maximum meeting scheduling efficiency. Given the changes, BOT members wishing to change their committee assignments should speak with Shawn after the current meeting

2) Break-out Committee Planning with provided calendar template

Goal: Committees will meet to fill in expected activity for the upcoming year

Outcome: TBD; Board Dev Committee will collect templates from each committee and report back at next regular BOT meeting

### BOT By-Laws

Goals:

- 1) Revisit Procedure for Amending By-Laws
- 2) Clarify significance of Annual Meeting, frequently referenced in bylaws
  - a. In the past, July signaled the start of a new fiscal year, the election of officers, and the setting of meeting dates for the upcoming year
  - b. We have, in recent years, held an Annual Retreat but not necessarily in July, and not mentioned in the bylaws
- 3) Review role & duties of vice chair
- 4) Add previously decided role & duties of secretary to bylaws
- 5) Confirm preferred Order of Business and add to bylaws

Outcomes: Consensus to forward the discussions on the Annual Retreat and the vice chair to the Policies Committee to consider and present a proposal AND to announce the current Secretary role & duties and Agenda-setting process/Order of Business at the November BOT meeting

### Breakfast Event, October 27

Goals: To inform board of status of event and assistance still needed

- 1) Guidance requested on appropriate timeframe for sending invitations
- 2) Volunteers needed to serve as greeters and to decide upon and furnish table coverings/décor
- 3) Decide whose responsibility this event will be in the future

Outcomes: Tammy suggests 3-4 weeks in advance of event but will double-check with Sarah.

Sandra C. and Hank will serve as greeters. Anita and Sandra L. will coordinate table décor. The advocacy committee will be brought into the final event planning and evaluation process to determine how to best transition responsibility.

### Public Art/Visual Literacy

Goals: Summarize activity of Art Committee and seek direction for ongoing planning for New Main

Outcome: Tammy will follow-up on budget for public art. Sandra L. adds that the county has incorporated art into its construction philosophy and will likely support the acquisition of outdoor art for the new library.