



Special Meeting of the
Sandwich Public Library District Board of Trustees
Board Retreat
Sandwich Opera House
Saturday, January 22nd, 2022 at 9:00am

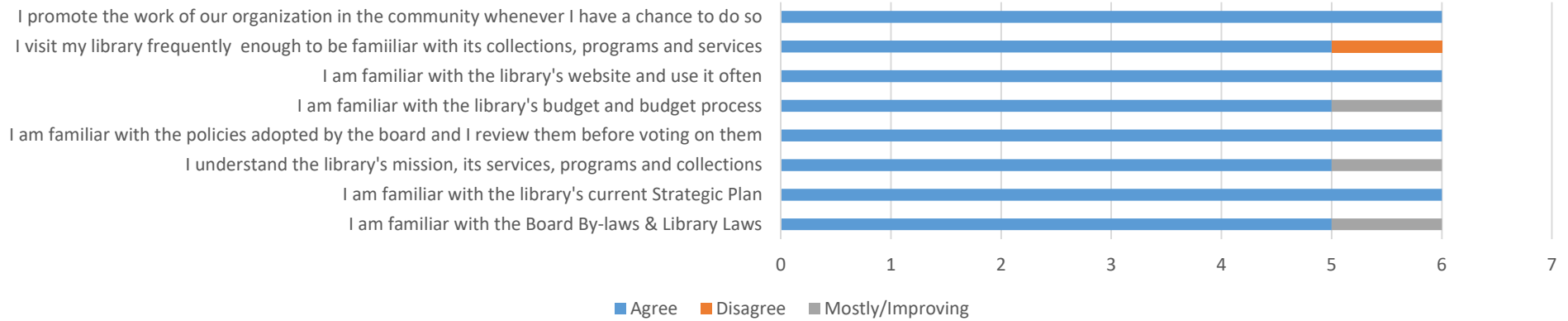
AGENDA

- I. Call to Order/Roll Call
- II. Additions/Deletions/Changes to Agenda
- III. Public Comment
- IV. **Retreat Topic 1: Fundraising**
 - a. Breakout Discussion
 - i. Group 1 – **Megan**, Jen, Denise
 - ii. Group 2 – **Jane**, Nancy, Robert
 - b. Overall Discussion
- V. **Retreat Topic 2: Board Relationships** (*review board evaluation*)
 - a. Breakout Discussion
 - i. Group 1 – **Robert**, Jen, Nancy
 - ii. Group 2 – **Denise**, Megan, Jane
 - b. Overall Discussion
- VI. **Retreat Topic 3: Strategic Planning**
 - a. Breakout Discussion
 - i. Group 1 – **Nancy**, Denise, Megan
 - ii. Group 2 – **Jen**, Jane, Robert
 - b. Overall Discussion
- VII. Adjournment

All Items on the agenda are potential action items.

FY2122 BOARD EVALUATION RESULTS

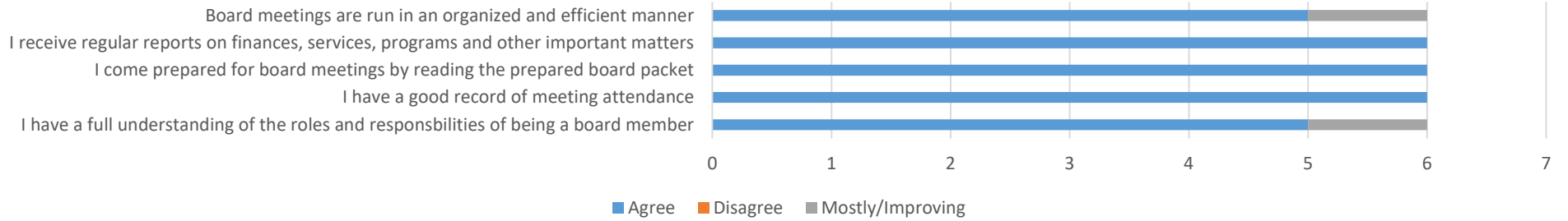
Individual Performance



Comments

I am familiar with the Board By-laws & Library Laws	"I am familiar with this and know where to find it, but not sure how closely we as a board operate within these - good for retreat."
I am familiar with the library's current Strategic Plan	"I am familiar with this and know where to find it, but not sure how closely we as a board operate within these - good for retreat."
I understand the library's mission, its services, programs and collections	"I am familiar with this and know where to find it, but not sure how closely we as a board operate within these - good for retreat."

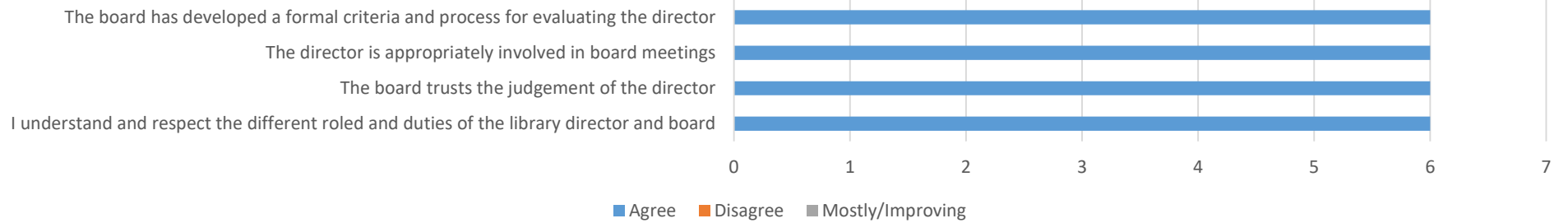
Board Role & Meetings



Comments

I have a full understanding of the roles and responsibilities of being a board member	It's a learning process
Board meetings are run in an organized and efficient manner	Improving • "Especially now with the consent agenda and committees organized, meeting and reporting."

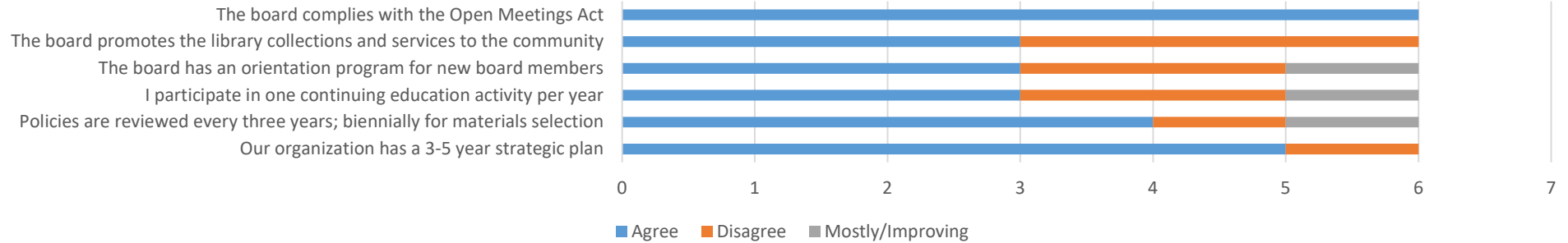
Board's Relationship with Executive Director



Comments

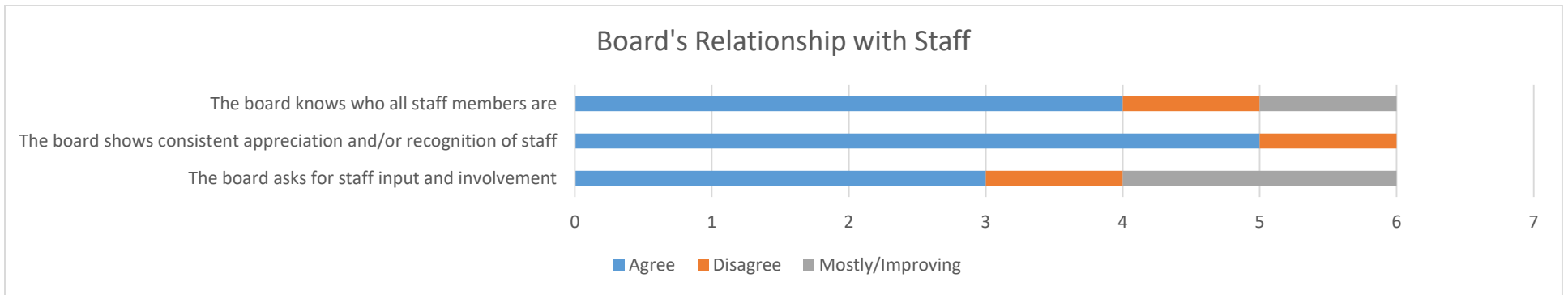
I understand and respect the different roles and duties of the library director and board	"I understand them and think the board is still learning the distinction."
The board has developed a formal criteria and process for evaluating the director	"Especially with Barb's penchant for organizing- very well done."

How Well has the Board Done Its Job?



Comments

Policies are reviewed every three years; biennially for materials selection	"Improving with Barb's initiative." • "I think we've identified this need and are working working towards this end."
The board has an orientation program for new board members	"Evolving over the years." • "Orientation Packet"
The board promotes the library collections and services to the community	"I do as I can, not sure of board as a whole."



Comments

The board asks for staff input and involvement	"We could do more of this." • "Need to do better here." • "I must admit, I assume the Director brings in staff input. I don't know a lot of the new staff, sorry. That's why I like name tags. I'm just not in the building as often as I used to be. I really like the written ASC, YSM, and M&OC reports as well as the tie-ins with the strategic plan and Director report."
The board shows consistent appreciation and/or recognition of staff	"I try to!" • "Need to do better here."

ADDITIONAL FEEDBACK

- Include a place for comments/notes
- "Familiar with" is vague, "Full understanding " is subjective. These phrases make the questions difficult to answer
- Maybe consider a scaled answer format- strongly agree to strongly disagree



Sandwich Public Library District

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Strategic Plan

Values

1. **Community Service:** the library believes that its core responsibility is to serve all residents of the Sandwich Library District
2. **Curiosity:** the library believes that curiosity is necessary to seek and build knowledge and it is the library's role to spark an interest in learning and personal growth
3. **Responsibility:** the library believes it must act responsibly and professionally as stewards of public tax dollars

Vision

The library's tagline is "Learn. Dream. Engage"

The vision of the Sandwich Public Library is to be the hub for a highly engaged community where all residents participate fully in civic life and satisfy their needs for personal growth and knowledge.

Mission

The mission of the Sandwich Library District is to engage the community by stimulating curiosity and enhancing knowledge.

Strategic Issues and Goals

Issue #1: Financial Strength and Sustainability – The library will endeavor to make maximum use of the tax dollars while exploring other revenue sources.

Goal: To continue to be fiscally responsible with tax dollars while exploring other methods of funding including grants, donations, etc.

Goal: To create a Development Committee responsible for establishing community partnerships including a donor recognition program.

Goal: To reinvigorate the Friends group or create a library foundation that will support operational and capital projects of the library.

Issue #2: Community Outreach and Engagement – The library will ensure it is reaching all residents in terms of its services, communications and programs that reflect the community.

Goal: To collaborate with the schools and community organizations to better serve the needs of residents and connect the library to these organizations.

Goal: To better serve residents who are not able to physically visit the library by providing homebound services and remote library card sign-up.

Goal: To explore ways to better serve the following populations: the unemployed, immigrant, and minority residents.

Issue #3: Physical Assets – The library will continue to maintain its facilities in a cost effective manner, while exploring ways to improve access and usage and future needs of the community.

Goal: To create a family-friendly and safe environment for children of all ages that is welcoming and comfortable for all library users.

Goal: To physically connect residents to the library especially those who want to access the library on foot.

Goal: To continue proper maintenance and upkeep of library facilities.