

Chelsea District Library Board of Trustees
Minutes of Board Retreat

Saturday February 12, 2011 9:00 a.m.
Meeting Location: McKune Meeting Room

Trustees in Attendance: Gary Zenz, Kristin van Reesema, Mary Budzinski, Kathy Frisinger, Lynn Fox, Dawn Caplis, Janis Miller, Bill Harmer.

Trustees Absent: None. K. Frisinger left at 2:45pm
A quorum was present.

Staff: L. Ballard.

Guests: Steve Harper

Welcome and Call to Order

G. Zenz called the meeting to order at 9:10am.

Agenda Review and Additions

None

MOTION made by L. Fox, SECONDED by J. Miller to approve the agenda.

Discussion: None

All Ayes: 7-0

Board Retreat Work Session:

B. Harmer introduced Mr. Harper who in turn asked the board members to introduce themselves.

The retreat included the following discussions:

I. Getting To Know You

- a. Education and Personal and Professional Background
- b. Other Community Service Activities and Connections
- c. Community You Represent
- d. How Did You Get Here?
- e. Are You a Library User?

II. Board Members' Views of Their Constituency – Present Status and Trends

- a. Population — Size and Age
 - i. City of Chelsea
 - ii. Dexter Township
 - iii. Lyndon Township
 - iv. Sylvan Township
 - v. Lima Township
- b. Socio-Economic Profile; Voting Population and Property Values
 - i. City of Chelsea
 - ii. Dexter Township
 - iii. Lyndon Township
 - iv. Sylvan Township
 - v. Lima Township
- c. Employment/Unemployment
 - i. City of Chelsea

- ii. Dexter Township
 - iii. Lyndon Township
 - iv. Sylvan Township
 - v. Lima Township
- d. Diversity
 - i. City of Chelsea
 - ii. Dexter Township
 - iii. Lyndon Township
 - iv. Sylvan Township
 - v. Lima Township
- e. Environmental and Other Barriers To Service
 - i. City of Chelsea
 - ii. Dexter Township
 - iii. Lyndon Township
 - iv. Sylvan Township
 - v. Lima Township

III. Brief Q & A Opportunity About the Revised Strategic Plan

- a. Mission, Vision, and Core Values
- b. Service Initiatives
 - i. Improved Collections
 - ii. Current and Emerging Technologies
 - iii. Teens & Tweens
 - iv. Seniors
- c. Organization Initiatives
 - i. Staffing for Sustainable Service
 - ii. Marketing and Branding
 - iii. Funding
 - iv. Technology
 - v. Library Space

IV. Our “To Do” List

- a. Immediate Facility Needs
- b. Immediate Collection Needs
- c. Immediate Programming Needs
- d. Immediate Staffing Needs
- e. Protecting the Future of Our Present Facilities and Service

V. Our “Wish” List and Plans To Sustain The Gains

- a. Facility
- b. Staffing
- c. Programming
- d. Collection

VI. Where Can We Get The Money?

- a. Local District Tax Revenue
- b. Federal Grants
- c. State Grants
- d. Private Grants
- e. State Aid
- f. Penal Fines
- g. Service Fees
- h. Contributions
 - i. Planned Giving
 - ii. Fund Raising
 - iii. Endowment Growth
- i. Investment Earnings

VII. How Can We Get The Money and What Are The Odds

- a. Local District Tax Revenue
- b. Federal Grants
- c. State Grants
- d. Private Grants
- e. State Aid
- f. Penal Fines
- g. Service Fees
- h. Contributions
 - i. Planned Giving
 - ii. Fund Raising
 - iii. Endowment Growth
- i. Investment Earnings

VIII. Stakeholder Rolls and Responsibilities, Strengths and Weaknesses

- a. Local Governmental Officials
- b. Board of Trustees
- c. Staff
- d. Local Communities Library Supporters

IX. Board Members' Action Plans and Commitment

- a. Community Networking
- b. Developing Friends
- c. Lobbying Governmental Officials
- d. "Marketing"
- e. Gearing Up For An Election

X. Status Reporting Timetable

Public Comment: None

Communications: None

Public and Board Comment: None

Adjourn:

MOTION made by M. Budzinski, SECONDED by G. Zenz to adjourn the meeting at 3:00pm.
All Ayes: 7-0

Dawn Caplis

Mar. 15, 2011

Dawn Caplis, Board Secretary

Date