

# DIRECTOR'S REPORT

February 2007

## Director's Report and Highlights

February 27, 2007

Submitted by Pam Kiesner

### Meeting minutes

I'd like to propose a change in the format of our meeting minutes. Since we began tape recording the meetings, it takes Gladys nearly a full day to type up our detailed conversations, and as you know our minutes are usually ten pages or more. This has gotten to be exceedingly time consuming for everyone involved in the preparation of the minutes, and I'm not convinced that this amount of detail is necessary in order to accurately record Board activity.

"The law doesn't specify format or content, but minutes should at least record significant votes and actions." (*Public Library Trustee Reference Manual*, Washington State Library, 2001, page 10.2).

I recommend that we follow a compromise between the minimum stated above and our current detail – and, that beginning with this meeting, our note taker record:

# text of motions

# all votes and actions

# members present and absent

# names and addresses of the public who speak during public comment time

# convening and adjournment times

# other usual and legally required 'notices' or notes as may be appropriate

# and then simply capture the essence of any discussions.

I also propose that we no longer tape record our meetings, since this began as a short term way to capture discussion on site selection.

Iris is taking notes for Gladys on Tuesday, so it is a good time to transition, if you agree.

### Trustee education session

We welcome Therese Holm and Joan Hoisington to our meeting, to discuss financing options, uses of bond funds, and campaign laws. Included in your packet is information that will help you understand what we will be discussing – bring your questions about these issues.

### Fairhaven report

Myron Carlson, Public Works, is attending our meeting as well. He and Lizz will share their recommendations for the sequencing and costs for the work at the Fairhaven Branch that is recommended by BOLA Architects.

### Bring your calendar

We talked about needing to schedule additional meetings; bring your calendars so we can agree on some dates – and, thank you in advance for your commitment to these extra meetings.

Policies to review/approve

I'll be asking you to approve the policy we talked about at our last regular meeting on writing off circulation accounts receivable. And, because of language in this policy, I am recommending a few revisions to our confidentiality policy for your approval. Both are in your packet.

Director's annual review

One of your responsibilities as a Board is to provide an Annual Review of the Library Director's work. I've included an Executive Session at the end of our meeting for this purpose, when I'll provide you with a progress report on my 2006 goals, and a draft of my 2007 goals. In preparation for our annual review, I'm including a copy of my job description in your packet since some of you have probably not seen it.

See you at 2:00 p.m. on Tuesday!