

WORK SESSION  
FEBRUARY 10, 2020

These talking points have come up in conversations and emails that have been received from Board members. I see them as subjects that need our scrutiny for praise, improvement or implementation. I have placed them under the following headings:

BOARD

5 Year Plan: Loretta and Linda will work on this

Annual Review of Director: Start with a description of director's duties

Tour findings: We need a tidier library.

Trustee development, training & execution: Two hours training every year for Board. April 2nd 7-9 pm

DIRECTOR

Monthly professional development for staff, technology proficiency- Monthly, Also Create a flow chart of staff duties.

Yearly attendance at ALA conference: Change to yearly NYLA conference

Yearly library resource analysis

Resource/Reference section update: Promote online resources

Expanding library hours: Can we change to M-Th 10am-7pm, F 10am-5pm

Young Adult section

Signage

Technology offerings: Train staff on technology so they can better help patrons.

Delegation of duties to staff

Library appearance

Library Management: Check email twice daily.

Library Collection

Library Programming: Can we offer elder programming?

BOARD and DIRECTOR TASKS

Annual Review of staff performed by Director

Google Drive Acct.

Budget

Social Media

Condition of office and storage areas

Job descriptions – Director, Staff, Volunteers

Employee Handbook updates

Policies – update and new

Memberships – ALA (Yes), Lib. Trustees of NYS ( ), Central NY Library Resources Council ( )

Community Survey

YouTube recordings in the library

Blood Mobile -Bags

LIASIONS TO:

School

Elb Free Lib

Comm. Council

Historical Society

## FROM 2019 LOOSE ENDS

Scouts – Inventory of pole barn contents – unresolved  
Stump grinding – not completed  
Logo design  
Internet speed

## ACCOMPLISHMENTS

Heat Tape  
Motion lighting and adjustment  
Tree removed and trees trimmed  
Cracks repaired  
Comm Room painted, etc.  
Website and Social Media  
Mission Statement  
PayPal and Amazon Smile donation programs set up  
Began including Comm. Council and Historical Society in Library plans  
Red Cross Mobiles  
Latest edition (2018) of Trustee Handbook distributed  
Ceiling projector project  
Book Signings  
Library Tours  
In communication with Family Dollar concerning easement maintenance  
Land acquisition begun  
Added gaming computer  
On schedule for meeting mandated min wage  
Sexual Harassment Training