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
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