

**MINUTES  
NEILL PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Special Meeting  
December 14, 2011  
Young Conference Room  
10:00 a.m.**

Attendees: William Brock, Elizabeth Hindman, Judy Busch, Jon Anderson, Robert Rembert, Christopher Lupke, Joanna Bailey, Dana Ellis

1. Judy moved and Robert seconded approving minutes from the November 16, 2011 Regular Meeting.
2. Elizabeth moved and Robert seconded approving November and December claims fund vouchers to date. All voted and the vouchers were accepted as presented.
3. Judy moved and Elizabeth seconded approving December salary warrants. All voted and the warrants were accepted as presented.
4. Announcements and Reports
  - a. Director's report accepted as presented.
  - b. Financial report accepted as presented.
  - c. Friends of Neill Public Library
    - i. The Friends set date and time for their annual meeting, February 13<sup>th</sup>, 2012, at 4:00 p.m. in library's Hecht meeting room. The Trustees' attendance is appreciated and encouraged.
    - ii. January 28<sup>th</sup> is the Friends' annual mailing for renewals and new memberships. They will also include information about their upcoming annual meeting in February and share highlights from 2011.
    - iii. Lisa Ormond created a new wonderful logo, letterhead and a beautiful brochure for the Friends of NPL.
    - iv. Mary Reed has retired from the Friends' Board. She will remain a volunteer at the library to assist with flyers and signs.
5. Regular Business
  - a. 2012 Budget

Joanna shared that the City has finalized the budget planning process. The library's budget request has been approved without further debate. Joanna gave an opportunity to the Board to raise any budget-related questions.

    - i. Discussion took place on miscellaneous expenditures.
    - ii. Discussion then continued on use of the Inland Northwest Community Foundation endowment funds. Jon asked Robert to research whether these funds technically belong to the City or the library.
    - iii. Jon enquired about the annual income from the Shirrod Family Memorial Fund and suggested that these funds of \$40,000-50,000 be used to build an

addition to the library (in the corner by the City clock). He has expressed a desire to dedicate this space to the Whitman County Historical Society. Christopher noted there are grants available that would possibly triple the amount to meet this objective. Joanna added the Buildings Team assessed the footings of the library and concluded it would not support another addition. However, the library has reached its spatial limits and we must explore ways to alleviate congestions in the public area of library. This objective could possibly be included in the upcoming strategic plan work.

b. Strategic Plan – visit from Carolyn Petersen in March

- i. Final preparations are being made for Carolyn Petersen from Washington State Library to join the Board at their March meeting to facilitate the strategic planning process. This service will be provided at no cost. The Board talked about the scope of the strategic plan they would like to discuss with Carolyn at their first meeting.
- ii. This strategic plan will be piloted by the library board and driven by a planning committee comprised of members of the community with library board and staff representation. The board will derive a list of names of perspective community members and issue invitations. Members selected will represent a cross-section of our community.  
This committee will look at the needs of the community (as a whole), then review how/if these needs are already being met within the community. These needs will be prioritized by the committee with the final phase of evaluation being a discussion of which needs the library should identify as its service role(s). The library will then draw a direct action plan based on these results. The strategic plan process is expected to take 3 months, followed by the final implementation phase.
- iii. The Board expressed their readiness to proceed with strategic plan work and asked Joanna to convey their intention to Carolyn Peterson. William will write an article about the library's strategic plan in the Moscow-Pullman Daily News to advertise the idea and to generate community involvement.

6. New Business

- a. There was no new business.

7. Adjournment of Special Meeting

- a. Being no further business, Jon moved and Judy seconded adjourning the special meeting. All voted and the meeting adjourned at 11:12 a.m.

Next Meeting Date: January 18, 2011 at 3:00 p.m.

William E. Brock  
Chair

Dana Ellis  
Attest