

**MINUTES  
NEILL PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Regular Meeting  
February 15, 2012  
Young Conference Room  
3:00 pm**

Attendees: William Brock, Elizabeth Hindman, Judy Busch, Jon Anderson, Robert Rembert, Joanna Bailey, Kathleen Ahern, Rezina Emmons, Dana Ellis

1. Judy moved and Jon seconded approving minutes from the January 18, 2012 Regular Meeting.
2. Jon moved and Judy seconded approving January and February claims fund vouchers to date. All voted and the vouchers were accepted as presented.
3. Judy moved and Beth seconded approving February 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  
The Friends were not present.  
Joanna informed the Board that this year the Friends targeted community members and businesses separately in their annual mailing. Joanna stated that last year the Friends' financial support to the library was critical. They funded no cost replacement books, staff training, the Summer Reading Program, among many other things. She is very grateful for all they do for the library. Joanna then presented the Friends' reports from their last meeting held on February 13<sup>th</sup>.
5. Regular Business
  - a. Elect chair and vice-chair persons  
Judy moved and Rob seconded approving re-election of the chair of Neill Public Library Board of Trustees, William Brock, and vice-chair, Jon Anderson, for 2012. All voted and their re-appointment was accepted as presented.
  - b. Strategic planning  
Joanna presented to the Board the summary of the strategic planning process, planning responsibilities of major participating stakeholders, and suggested planning timeline. Joanna's intention is to get back in touch with the community through forming a strategic planning committee comprised of community members and organizations who will determine what the community needs are and how the

library can help best meet them. Everyone is encouraged to recommend names for this committee. Recommendations can be made for people, organizations, or groups in Pullman's tax base. The committee should reflect the city's demographics and represent all constituencies in the community. The Board will make the final decisions about who will be selected. The committee members will meet twice early in the planning process.

When asked about budget restraints, Joanna responded that the gist is not to think about limitations but to think about the community needs and how to re-allocate current resources accordingly. This whole process is about prioritization of the services that the library should offer to the public. It will be the job of the community to come up with the community vision and the library's service roles in it. It will be the job of the library management and staff to figure out how best to incorporate the new vision and identified service roles into daily operations.

Based on the results that will come out from the two community planning meetings, the library will revisit the library's mission statement and vision, service roles, goals, and organizational competencies, and (possibly) come up with a tagline for the library.

William suggested that the Board hold special meetings to discuss the strategic planning process and to have them separately from regular meetings. Strategic planning should stay as an item on their regular meeting agendas. All board members agreed.

6. Adjournment of Regular Meeting

- a. Being no further business, Judy moved, and Jon seconded adjourning the regular meeting. All voted and the meeting adjourned at 4:46 p.m.

Next Meeting Date: March 21, 2012 at 3 p.m.

William E. Brock  
Chair

Dana Ellis  
Attest