

Yakima Valley Libraries

Board of Trustees

Study Session – Strategic Plan

Monday, September 24, 2018 – following Regular Meeting
Yakima Central Library Boardroom

Meeting begins: 2:35 p.m.

Board Members Present: President Del Rankin, Secretary Jim Davenport, Trustee Dan Seifert, Trustee Mary MacKintosh

Absent: Vice-President Glenn Rice

Staff Present: Executive Director Kim Hixson, Executive Assistant Terri Reeder, Public Library Services Director Francisco-Garcia, Accounting Manager John Slaughter

Visitors: none

I. Opening of Meeting

- a. Call to order
- b. Determination of quorum
- c. Recognition of visitors
- d. Approval of the agenda

Action

President May Adopt

II. Strategic Plan

a. Discussion:

Executive Director Hixson referred to the organizational chart in the Board packet. She described the structure and role of the Library's Executive Director, Human Resources Director, Public Library Services Director, Middle Manager Team and Managing Librarians. She promoted Francisco Garcia-Ortiz to be the Public Library Services Director. The goal is to have public services managed with consistency. She relayed the Middle Manager Team is comprised of all department managers as advisors to the Executive Director. Managing Librarians consist of Zone and Department library managers to promote and develop public service ideas.

Hixson moved on to the YVL Statement of Hierarchy. She noted this document was presented at the Middle Manager's Retreat in August. The tool has helped the managers grasp an understanding of the Long Range Plan and Strategic Plan. The team agreed to take on core projects (sub-sets of the Long Range Plan): *Budget Plan, Collection Development Plan, Customer Service Plan, Facility Plan, Human Resources/Staffing Plan, Marketing Plan/Community Engagement, Policies Review Plan, Project Management Plan, Strategic Plan, Technical Services Plan, Technology Plan, and Training Plan.*

Hixson said once the Facility Assessment is complete, she would like to gather the Middle Managers and Board members together for an opportunity to brainstorm ideas about the library district's future. She'll look at dates and locations for the meeting to be held either in December or January. The Board responded favorably to the plan.

Executive Director Hixson progressed to the 2019 Strategic Plan. The plan will guide the vision into broadly defined goals and objectives and a sequence of steps to achieve them. The short term goal identifies the process as a Bridge plan for 2019, then a 3-year plan

2020-2022. The long range goal covers 5, 10, 15 years and ties in with the Long Range Plan. The budget impact will drive budget priorities. Approval of the document is anticipated for December 31, 2018. The 2020-2022 Strategic Plan will begin June 2019.

Public Library Services Director Garcia-Ortiz displayed the 2017 Statistical Report on projector screen. The Board discussed various attributes of information provided on the site. Hixson said she would forward the link to the Trustees. The report contained statistics of interest to Board members. Hixson said the report offers valuable information and could drive our Strategic Plan.

Hixson reviewed the goals and achievements noted on the 2018 Strategic Plan Review pages 6-13. Referring to the *YVL Strategic Plan 2019-Draft* (page 14) the following Objectives 1-6 were presented. Trustee Davenport recommended inserting a "Draft" watermark to help define the pages. Hixson made note of that. Trustee Rankin suggested evaluating each Objective. Trustee MacKintosh commented she is impressed with the collaboration between the library and local newspaper. Hixson agreed and noted this generated activity will be part of the Marketing Plan. Trustee Rankin proposed adding it to Objective #6's goal to support a stronger marketing plan. When referring to Objective #2, Trustee Rankin noted the results of the consultant's Facility Study will provide the evaluation and recommendation. Trustee Seifert comments on accomplishing goals included identifying projects with a start date, end date, cost and results.

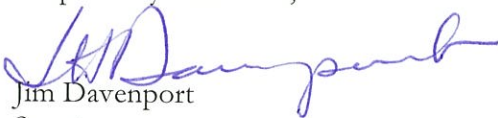
Executive Director Hixson briefly remarked on the review of the 2019 Strategic Plan Bridge saying didn't have to be completed by today. Trustee Rankin suggested each Board member review the Strategic Plan Bridge independently and respond back to Hixson with ideas and/or additional goals by the end of October. He asked that Hixson please forward a reminder around October 20th to the Trustees about the deadline.

IV. Adjournment

Executive Director Hixson respectfully reminded Trustees the October Board meeting begins with the Budget Study Session at 1:00 p.m. and concluding with the Regular Meeting starting at 2:00 p.m. The budget must be balanced by the November 19th Public Hearing. Approval of the Budget occurs during the Regular Board Meeting. Resolutions are due to the County Commissioners Wednesday, November 21st. Any revisions to the Budget can be amended at a later date.

Study Session adjourned at 3:45 p.m.

Respectfully submitted,


Jim Davenport
Secretary