

# Yakima Valley Libraries

## Board of Trustees

*Special Meeting-Study Session - Virtual Zoom Meeting*

*following the Regular Board meeting*

Monday, May 24, 2021

**Meeting begins:** 2:00 p.m.

**Board Members Present:** President Del Rankin, Vice-President Glenn Rice, Secretary Dan Seifert, Trustee Mary MacKintosh, Trustee Darline Charbonneau

**Staff Present:** Executive Assistant Terri Reeder, Public Library Services Director Francisco Garcia-Ortiz, Business Services Director John Slaughter, IT Manager Melissa Vickers, Managing Librarian Heather VanTassell, Special Projects Manager Deb Stilson, Archives & Special Collections Manager Terry Walker, Managing Librarian Georgia Reitmire, Managing Librarian Rondi Downs, IT Systems Asst. Manager Shawn Rich

**Absent:** Executive Director Kim Hixson,

**Visitors:** none attended

### 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 Planning

Trustee Rankin stated the goal of today's Study Session is to define the Strategic Plan, what it is and its vision statement. He said the Board members' assignment was to re-read the planning section given in the April Board packet.

Rankin asked Public Services Director Garcia-Ortiz to present his research on what other libraries in the state were doing. Garcia-Ortiz displayed various other libraries' Strategic Plans. Rankin suggested Garcia-Ortiz also refer to the 2020-2021 YVL Strategic Plan. (The document can be found in February's Board packet.)

Garcia-Ortiz noted the YVL Strategic Plan Committee includes: Executive Director Kim Hixson, Francisco Garcia-Ortiz, Business Services Director John Slaughter, Archives & Special Collections Manager Terry Walker, Special Projects Manager Deb Stilson, Managing Librarian Rondi Downs.

Rankin said he prefers a 2-4 year timeline for Strategic Planning. He said if need be, it could be modified after 2 years. Rankin recommended the Strategic Plan should not be shorter than 2 years and not longer than 4 years. In the 4<sup>th</sup> year it is time to start working on the next 4 years.

Garcia-Ortiz presented guidelines for a Strategic Plan framework: (1) continued commitment; (2) strategic goals or service responses; (3) initiative details – reducing barriers to library access. Other guidelines would include finances and budgeting, technology, marketing and internal communication, and embracing diversity.

Rankin commented staff are more involved in this aspect than the Trustees. He also clarified once again the difference between the Strategic Plan and the Long Range Plan.

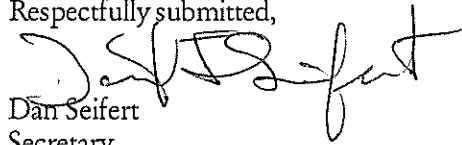
Garcia-Ortiz said the Strategic Plan is the initial step. He told the Board, "You are very important. You tell us what you want in the next year(s). We will also get information from our patrons too."

Rankin closed the session saying he felt there is now a closer, common understanding between the Strategic Plan and Long Range Plan. He thanked everyone for their time during this Study Session.

### III. Adjournment

Study Session adjourned at 3:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dan Seifert".

Dan Seifert  
Secretary