

## **Minutes**

### **Governance Committee**

#### **EHPLS-held at Rathbun**

**December 1, 2016**

**Present:** Michael Gilroy, Maureen Gillis Vicky Riley-Pach

Maureen called the meeting to order at 5:30 pm.

#### Board Manual

The following changes will be made to Board Manual:

- Revise SRF policy to reflect use of remaining “restricted” funds after a project is completed (Mike to suggest wording in his Director’s Report and we will vote on at Trustee meeting)
- Update financial info (2016 actual; 2017 budget) and circ stats (Mike to provide)
- Staff has been updated; when Miranda’s position is replace we will update again
- Director Evaluation process: all the processes and tools will be left in the Manual at the end as tools for Mike, but we aren’t using them for the evaluation. We will replace this section with the One Year Plan process, which is what the Board assesses Mike on (First Selectman does review based on Town forms and processes).

#### Schedule of Meetings and Board Calendar

Maureen sent the 2017 schedule of meetings to Town Clerk and the Board. They are now incorporated in the new 2017 Board calendar, which has been drafted. All committee and other meetings and events have been added, please note the following:

- Friends meetings are now footnoted (as we don’t attend) and Mike will include dates and details in his monthly report
- One Year Plan meetings will begin in January
- National Library Week is April 9-15 so we should plan Staff Appreciation for that week
- Friday June 9 will be the Friends/Art League/Staff/Volunteers/Board get together
- Sept 4 is Labor Day, so the Program Committee will meet Sept 11 (need to confirm with them)
- Oct 9 is Columbus Day, the Co-Chairs and Finance committee needs to determine date (10/10 does not work for either)
- The ACLB Leadership Conference is not yet set but we expect it to be 11/3 based on the past. Trustees who have not attended in the past should try to attend.
- Governance needs to plan new Trustee orientation for 11/8, which is the day after the election and the day before new Trustees’ first meeting so timing is tight and planning will need to be done carefully

### 2016 Board Assessment

We will again assess our performance as a Board and determine ways to improve. This year, we will also incorporate how we are doing vis-à-vis the Director's Bill of Rights as discussed at ACLB. Dawn and Maureen will hold discussion with Mike on this aspect and report to the Board. Specific steps for improvement (as was done in 2014) were more effective than individual director goals (2015). Guidance from Governance and Mike on specific ways for directors to be more supportive (e.g., attending events, Finance meetings, advocacy steps, etc) will be established after the assessment.

### Strategy for Securing Candidates for 2017 Election

We need to start early to identify candidates as there will be 4 open positions. We will touch base soon with both parties and:

- Discuss the openings
- Let them know we will try to ID candidates for them, and
- Provide them with the Roles/Responsibilities/Expectations of Trustees document from our Board Manual so that potential candidates can have a better understanding of what is involved

We should maintain communications with both parties on an ongoing basis to ensure we have enough well qualified candidates. We again expressed the desire to have more diversity on the Board (e.g., younger representation) and ways to achieve this.

Mike will touch base with Emmett Lyman and Francie Viggiani to determine the political party contacts for 2017.

Meeting adjourned at 6:00.

Maureen Gillis