



**Board Retreat Minutes
October 2, 2007
Mt. View Hospital**

ATTENDEES

Present were Board Members Cathy Luther, Marie Glenn, Susan Stovall, and Leslie Weigand, and Sally Beesley, Director. Stephen Hillis was excused.

CALL TO ORDER

Luther called the meeting to order at 4:45 PM.

DISCUSSION

The purpose of this retreat was to develop a plan for organizing a Needs Assessment Committee. The following is the list developed during the retreat.

Why have a Needs Assessment:

- Original building commitment is met (2010)
- Outgrowing current library
- Library focus is changing
- Board's job is to meet need of entire library district as best it can with available funds
- Board responsible to be proactive
- Globalization – resource sharing with larger area (Central Oregon/PAC NW)
- Optimize resources
- Community is growing so there is more income and more people to serve
- Space to offer different programs
 - Family Room
 - Teen Area

What Committee will develop

- Community Vision – Broad statement
- Community Needs
- Community Needs library can meet

Resources library can provide to assist needs assessment committee

- Meeting Room
- Food
- Facilitator
- Calendar – timeline
- Community data

Roles & responsibilities of Needs assessment committee members

- Attend meetings
 - Orientation meeting or read orientation letter
 - Commitment
 - 3 meetings tentatively scheduled to begin in January.

Rough draft of invitation letter proofed by group. Leslie will compile spread sheet with stakeholders contact info. The staff will produce RSVP postcard to include with letter.

Sally will contact Clint Jacks to be group facilitator.

It is important for Board to know that several copies of planning book are available.

Respectfully submitted:

Sally Beesley

Library Director