



**To: Library Board**

**Fr: Peter Loeffel, Library Director**

**September 17, 2025**

**Re: Library Board committee meeting schedules**

#### **Purpose/Need**

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The Library Board has three committees: planning, policy, and finance. The three committees meet at various times. Some meet before a board meeting, and some meet on other days and weeks than the monthly board meeting. I am proposing standardizing the committee schedule to make it easier for trustees and staff.

#### **Background**

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Instead of scheduling board meeting each year and having staff find times that work for both staff and trustees, I spoke to Board President Kathy Causier about implementing a committee meeting schedule where a committee would meet at 5:30 pm before the regular monthly Board meeting at 6:30 pm. This schedule would allow each committee to meet either two or three times a year and trustees would have clarity about when their committee will be meeting. In addition, trustees would not need to attend meetings on nights other than the regular scheduled Board meeting.

Sample schedule:

September		
October	Policy	Policy review and updates with library staff
November	Planning	Current action plan review and next year action plan discussion
January	Planning	New action plan draft review
February	Finance	DPI annual report financial review
March		
April	Policy	Policy review and updates with library staff
May	Planning	Current action plan update
June	Finance	Next year budget planning with staff
July		