

**Latah County Library District
Board of Trustees – Retreat Minutes
April 11, 2022
One World Café (Moscow), 3:30 PM**

In attendance:

Board: Annette Pimentel, Michael Riley, Jen Root, Rochelle Smith

Absent: Jennifer Henrichs

Staff: Chris Sokol

1. *Call to order* – Smith called the meeting to order at 3:37 pm.
2. *Changes or additions to the agenda* – None.
3. *Planning for absence of trustees Pimentel and Smith* – Smith will leave for her sabbatical in England on June 20 and return at the end of December 2022. Pimentel will leave to join her husband on his sabbatical in Europe in September or October and return in August 2023. This means there will be three to four months' overlap (June through August or September), when both trustees will be out of the country. Pimentel indicated she will be able to join board meetings by Zoom and Smith said she could join by Zoom as necessary. Smith will contact a colleague to see if she would be interested in taking over as board treasurer while Pimentel is out of the country.
4. *Strategic Plan revision* –Smith's draft of a revised strategic plan was shared and discussed. Sokol appended selected examples from the plans of Meridian and Nampa public libraries to help generate additional ideas. The goal is to have a public-facing, brief and dynamic three-year strategic plan. Smith will send out another revision that incorporates points agreed upon during the discussion, to be considered for approval at the April 26 regular meeting.
5. *Facilities Plan review* -- Sokol reviewed the LCLD Facilities Plan initially drafted in September 2021, which lists a variety of things to be addressed at each LCLD library location. The facilities plan is intended to be a longer-term supplement to the strategic plan, to help guide improvements throughout the district in an equitable and timely manner, and to guide annual budget preparation.
6. *Transition planning* – Sokol told trustees she is compiling a basic procedures manual for the director position. Though no date has been set, she wanted to give trustees plenty of time to consider the factors involved in filling the vacancy when she decides to retire.

The meeting was adjourned at 7:25 pm.

APPROVED 4/26/22

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