

# **DESCHUTES PUBLIC LIBRARY BOARD BOARD SELF-MONITORING WORK SESSION**

**Library Administration Building  
February 8, 2008**

The work session convened at 10:00 am. Consultant Margot Helphand facilitated the Board's annual self-assessment.

## **Accomplishments of the Board**

Board members identified a number of Board accomplishments over the past year, including:

- Approved collaborative work with Jefferson County Library District
- Expanded regional thinking
- Codified priority setting process into budget
- Initiated library planning process
- Developed high awareness of library and community trends
- Attended local, state and national library conferences
- Maintained good financial health
- Welcomed a new Board member

## **Educational Program: Group Development**

Helphand provided an overview of the stages of group development. Boards experience four phases of development: Forming; Storming; Norming; and Performing. Board members discussed the performance of the Library Board in the context of Helphand's presentation.

## **Accountability Self-Review**

The District Board uses the Accountability Model to self-monitor the Board's own effectiveness as a high performing team, and to monitor the Board's compliance with its own Governance Policies.

## **Board Vision**

The Board discussed the vision statement at some length, editing various parts of the statement. The Board agreed by consensus to the following wording:

### **Board Vision Statement**

The Deschutes Public Library District Board provides visionary leadership. We are proactive in identifying and addressing future opportunities and challenges. We seek out the information that identifies the needs and concerns of the public to ensure that the district's activities address those needs resulting in a high level of service. The Board always operates in an ethical, responsible, and efficient manner.

Each team member commits time and effort to be prepared to discuss issues. The Board operates conscientiously under Governance by Policy and members assist each other to be in compliance. The Board focuses on issues in a supportive, businesslike environment that is conducive to constructive and open discussion, respectful disagreement, and consensus. After decisions have been made, board members publically support board decisions and actions.

The Board encourages innovation and creativity that results in a high level of service and a positive image of the District. Deschutes Public Library is an efficient and customer-driven organization because of well-written policies that clearly define the Board's intentions. With an atmosphere of learning, the District is an organization on the move!

Success Factors:

The Board has developed a series of statements that would describe how a high performing board would operate if it were fully achieving the Board's vision statement. These statements are called "success factors."

The Board edited the success factors and then conducted its annual self-assessment. (See attached table.)

Self Improvement & Board Projects

The Board identified three success factors as a focus for self-improvement:

16. Board members are aware of trends in our community.
26. The Board makes decisions in a timely manner.
24. The Board solicits comprehensive information from a variety of sources in formulating policy on Board level issues.

Board members agreed to take a more structured approach when reviewing monitoring reports. A monitoring checklist will be included in Board packets.

The Board agreed to focus upon two major projects over the next year:

- Conducting an executive search
- Restructuring Results policies

## Success Factors

#		Feb 2008
1	The Board has well-written policies.	√, +
2	The Board has accurate and thorough written minutes.	+
3	The Board follows well-written concise agendas.	+
4	Board members discuss issues in a constructive manner without personalization.	+, √
5	Board members support board decisions.	+, √
6	The Board provides an opportunity for public input at board meetings.	+
7	The Board welcomes and values input from the public.	+
8	The Board rigorously monitors its policies using the monitoring checklist to determine if the District is in compliance with a reasonable interpretation of each policy.	√, -
9	Board members understand financial reports.	+, √
10	The Board leads through the development of policy.	+
11	Policies are developed to levels that any reasonable interpretation by the director will be accepted by the Board.	+
12	Board members have a working knowledge of the governance by policy model.	+
13	Board members are cognizant of all Board policies.	+√
14	Board members respect the role of the chair in conducting meetings.	√+
15	Board members are aware of library trends.	+, √
16	Board members are aware of trends in our community.	√, +
17	Relevant information is shared among Board members at meetings.	+, √
18	The Board considers a long-term view when assigning priorities.	+, √
19	The Board has dialogue with the director in developing policies.	+
20	Board members review board meeting packets prior to meeting.	+, √
21	Board members share their views at meetings.	+
22	The Board analyzes community data to formulate district policy.	+, √
23	The Board considers staff analysis when making policy decisions.	+
24	The Board solicits comprehensive information from a variety of sources in formulating policy on Board level issues.	√, +
25	The Board's agendas are realistic to allow adequate discussion and decision making within reasonable time constraints.	√, +
26	The Board makes decisions in a timely manner.	√, +
27	The Board is well informed of the district's services.	√, +

Ratings reflect the following scale:

- (-) indicates poor achievement;
- (√) indicates adequate achievement;
- (+) indicates strong achievement.
- Ratings in increasing order are: -; -√; √-; √; √+; +√; +

## **Library Advisory Councils**

The Board agreed to discuss a proposal to restructure the library advisory councils at the February 20<sup>th</sup> Board meeting.

### **Alternative I**

The discussion was initiated by a committee report that recommended that the Board consider:

- Combining the five councils into a single council that would meet at least quarterly
- The combined council would form ad hoc subcommittees as needed to develop proposed Results Policies
- The combined council would form ad hoc subcommittees by library service area to review community trends to identify needed amendments to Results Policies

The recommendations were intended to reduce redundancy and provide for district-wide review of Results related issues.

### **Alternative II**

The Board discussed an alternative method to achieve the objectives of the subcommittee:

- Retain the five separate councils
- Continue the current practice of holding joint meetings of the five councils
- The Board appoints members from the five advisory councils to ad hoc subcommittees as needed to develop proposed Results Policies