

## **Westlake Porter Public Library Board Retreat**

**Location: Westlake Porter Public Library**

**Date: May 18, 2024**

**Time: Light Breakfast 8:00 am, Meeting begins 8:30-12:30 pm**

### **Retreat Agenda**

#### **A. Kick off**

1. Andrew Mangels, Library Director
  - a. Kick off to board retreat
  - b. Introduction of retreat facilitator, Marti Peden
2. Icebreaker
  - a. Each member introduces themselves
  - b. Shares why they wanted to be on the board
3. Guide for Charity Board Members

#### **B. Effective Board Meetings**

1. Agenda, Timing, Best Practices
  - a. First five minutes sets the tone
  - b. Timed agenda, role of timekeeper
  - c. Providing time for discussion portion, i.e., New Business
  - d. Parking Lot
2. Board Decision Making
  - Board Decisions
  - Director Decisions

*Break*

3. Effective Procedures for Group Discussion
  - a. Code of conduct: setting group norms for engagement
  - b. Activity: nominal group technique: develop code of conduct

*Lunch*

#### **C. Intellectual Freedom and Collection Development Policy**

1. Jane Kirland, Tech Services manager
2. Andy Harant, Cuyahoga Falls PL Director
3. Adjournment