
MEMORANDUM

TO: District Library Board
FR: Todd Dunkelberg, Library Director
RE: Annual Calendar Policy

February 14, 2024

The policy states that various Board activities will be arranged during the first quarter of the year. (See policy incorporated below.)

Recommended Action:

Adjust the calendar, incorporating scheduled speakers and topics.

A draft calendar is included.

POLICY TYPE: GOVERNANCE PROCESS

I-F POLICY TITLE: ANNUAL CALENDAR

Amended: 03/07/12

To accomplish its job products with a governance style consistent with Board policies, the Board will follow a planning calendar that (1) completes re-exploration of Results policies annually, (2) completes a thorough review of Governance process policies, Board-Library Director Linkage Policies, and Executive Limitations Policies at least every two years; and (3) continually improves Board performance through Board education and enriched input and deliberation.

Accordingly,

1. Any substantive changes to Results Policies will be adopted each year by the last day of November so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Results.
2. The Board will adopt an annual calendar each year.
 - a. Governance education and education related to Results determination (for example, presentations by futurists, demographers, advocacy groups, input from district residents, and staff) will be arranged in the first quarter, to be held during the balance of the year.
 - b. A Board work session will be scheduled at least every two years or when needed to conduct a comprehensive review of Board Governance Process, Board-Library Director Linkage, and Executive Limitations Policies.
3. Library Director monitoring will be included on the meeting agenda if monitoring reports show policy violations or if policy criteria are to be debated.
4. Library Director remuneration will be decided no later than March 31st after a review of monitoring reports since the previous review.