

Proposed Meeting Agenda:

CHOOSE SOMEONE TO TAKE AND DISTRIBUTE MINUTES

1. Overview of the changes at the Montana State Library (Hoping that Sara can do more of an introduction to the exec team. Clarification of roles of Cara and Sara)
 2. Quarterly review of Budget
 3. Review of Cost-Share Formula Changes and Cost-Share Formula Vote
Feedback from members
Any members that may not continue?
Any outreach or further education that needs to be done? (Develop messaging/handouts/email communication about paying bills)
 4. Discussion of 2018 Budget
 5. Discussion of Membership needs: Do we want to develop a Membership survey to determine what members want?
 - Training
 - Communication
 - Marketing
 - Technical Support for patrons
 - Education for patrons (handouts/videos/online help)
 6. Discussion of Overdrive Services
 - How do we give feedback to Overdrive?
 - Are there things that we would like Overdrive to do differently? (website update, technical support, marketplace, holds ...) How do we communicate to Overdrive?
 - Can we have Overdrive stop having information about Advantage on the MontanaLibrary2Go website?
 7. Discuss upcoming elections-- nominations to Executive Committee.
ACTION ITEM: Develop plan for creating slate of nominees to present to Governing Board
 8. Develop agenda for upcoming Selection Team meeting at MLA
ACTION ITEM: Create Selection Team Agenda
-
1. Review of Proposed Budget
ACTION ITEM: Make Recommendations for 2016-2017 Budget (Amounts for holds/percentages of funds to be spent on categories)
 2. Overview of Selection Policy
ACTION ITEM: Make any needed recommendations for updates to Selection Policy
 3. Overview of Selection Procedure
ACTION ITEM: Make any needed recommendations for updates to Selection Procedure
 4. TRAINING: Overview of selection process
 - Purchasing of metered items with holds
 - Procedure/frequency of weeding expired metered access items
 - Procedure/frequency of informing patrons with holds if item is not going to be repurchased.
 5. Discussion of Selection Team Rotation
ACTION ITEM: Set selection schedule for next year

6. Discussion of future meetings

ACTION ITEM: Schedule next meeting

9. Develop agenda for upcoming Executive Team meeting at MLA

ACTION ITEM: Create Executive Team Agenda

- Review of Cost-Share Formula
- Review of Proposed Budget and Selection Team Recommendations
ACTION ITEM: Make Recommendations for 2018 Budget to Governing Board
- Overview of Selection Policy and Selection Team Recommendations
ACTION ITEM: Make Recommendations for Selection Policy to Governing Board if Needed
- Overview of Selection Procedure (including weeding/metered titles) and Selection Team Recommendations
ACTION ITEM: Approve updates to Selection Procedure if Needed
- Review nominations to Executive Committee.
ACTION ITEM: Develop slate of nominees to present to Governing Board
- Finalize agenda for upcoming Governing Board meeting
ACTION ITEM: Create GB meeting agenda

10. Develop agenda for upcoming Governing Board meeting

Do we want to solicit agenda items from the membership??

ACTION ITEM: Create proposed GB meeting agenda

Proposed MontanaLibrary2Go budget for 2017-2018 (vote required)

Overview of approved Cost Share Formula (already voted upon and approved)

Approval of Selection Policy/Selection Procedure (if needed)

Discussion of Membership needs from the Exec Committee

Discussion of Membership feedback/desires for requests to Overdrive

Election of Executive Committee members

11. Develop plan for leading meetings

12. Discussion of future meetings

ACTION ITEM: Schedule meetings for next year. By-laws require 4 meetings per year for exec team.
Should we amend the by-laws? We have not been meeting 4 times per year.

Please let me know if you have any other suggestions for the agenda.