



Lake of Bays Township Public Library Board

Board Development Committee

**Draft Minutes – Tuesday, July 21, 2026
In Person at Baysville Branch**

PRESENT

Jennifer Pearson, Pamela Calverley and Emma Platts-Boyle

CALL TO ORDER

- 3:30pm

APPROVAL OF AGENDA

- Welcome to new Board Development member Emma.
- Cathy Vancleef has stepped away from this committee to join the Finance Committee.

ELECTION OF CHAIR AND RECORDING SECRETARY

- Jennifer is already the established chair.
- Pamela volunteered to be the recording secretary.

REVIEW OF COMMITTEE TERMS OF REFERENCE/RESPONSIBILITIES

- The committee briefly reviewed the Committees of the Board GOV-07 policy but deferred suggested edits until the next meeting.
- To include engagement of 3rd party resources as needed to facilitate board development sessions.

NEXT BOARD DEVELOPMENT SESSION

- Pamela requested 45 minutes at the beginning of the next meeting on August 18th.
- Session will focus on stakeholders: identification and engagement. This was identified as an opportunity for improvement on the 2026 Board Survey due to the low score and it is a Strategic Priority on the 2026 Work Plan.
- A similar session was previously done in 2022 as it was also identified as a gap on a Board Survey. Jennifer to send the training material to Pamela and Emma to use as a reference.
 - The previous session was not allocated sufficient time and there was not follow up due to competing priorities.
- The last community engagement survey was completed in 2024.
- The committee will propose the creation of a new Community Engagement Committee. Suggested members include a library employee, Friends of the Library member, business owner, Board member.
- Pamela drafted a ppt to be used. Edits include the following:
 - Reduce number of slides to approximately 5.
 - Add to why engagement is important – tool to recruit new board members, fundraising, identify obstacles for engagement.
 - Consolidate identification of our stakeholders.
 - Emma to contact Cathy V to determine what community engagement is already being done so we can add to ppt and discuss what else we can do.
 - Insert the decision matrix from our OLS strategic planning session.

- Pamela will create a one-page pdf to send to Board members with the August meeting package. To include: why this is important, who are our stakeholders and is this the best term to use, how do we engage with them
- The committee will send out a survey to the board post session for feedback and identify suggestions for further training required. Emma will also summarize the discussion from the session and send to the board members.
- OLS recommends development sessions for year 1-2-3-4 of a board term that should be used as a resource.

COMPLETION OF WORKING PLAN

- The committee briefly reviewed the standardized template but deferred completion to the next meeting.
- To include new board development in January 2027, formal programs as needed, conducting a strength/weakness/opportunity/threat assessment with new board members in 2027.

DEVELOPMENT OF MEETING SCHEDULE

- The next meeting will be on Thursday, August 6 via zoom at 9:15am.

OTHER BUSINESS

- None

ADJORNMENT

- 5:30pm