

Work Plan
Montgomery County Library Board
2011-2013

Goal:

Develop and implement a process to involve a broad segment of the community in Board activities to support the mission of MCPL and to follow the County Executive's transition plan.*

Objectives:

1. Increase involvement of LACs in Board activities
2. Promote LAC recruitment
3. Facilitate involvement of new Board members in Board activities
4. Develop and implement legislative activity plan

Activities or strategies for achieving objectives:

1. Increase involvement of LACs in Board activities

- Invite LAC Chairs to all Board meetings
When: October 2011-June 2012, October 2012-June 2013
Person(s) responsible: Board Chair
- Publish Board Bulletin
When: October, 2011 and March 2012, October 2012 and March 2013
Person(s) responsible: Board Chair, LAC Activities Work Group
- Use LAC report template for Board reports on LACs at Board meetings
When: Ongoing
Person(s) responsible: Board members
- Attend LAC/FOL joint meeting
When: November 2011, November 2012
Person(s) responsible: Board members
- Hold training programs for LACs
When: ongoing
Person(s) responsible: Board and LAC Activities Work Group

2. Promote LAC recruitment

- Publicize LAC awards in Board Bulletins
When: October 2011 and March 2012, October 2012 and March 2013
Person(s) responsible: Board Chair, LAC Activities Work Group
- Set up a process for successful LACs to mentor new or low functioning LACs
When: ongoing
Person(s) responsible: Board and LAC Activities Work Group
- Create a list of "hints" of successful activities for LACs participating in the budget/hearings process
When: November/December 2011, November/December 2012
Person(s) responsible: Board and LAC Activities Work Group
- Support turnover of LAC Chairs for greater involvement of community
When: ongoing

Person(s) responsible: Board members

- Attend MCPL/LAC meeting
When: June 2012, June 2013
Person(s) responsible: Board members

3. Increase involvement of new Board members in Board activities

- Hold Board orientation for all new members
When: initial orientation on appointment with additional orientation after 2, 4, and 6 months
Person(s) responsible: Board Chair, LAC Activities Work Group, MCPL Director
- Develop and implement mentoring process for new Board members
When: ongoing
Person(s) responsible: LAC Activities Work Group
- Current Board members attend first LAC meetings with new Board members.
When: ongoing
Person(s) responsible: Board members
- New Board members attend LAC meetings of their respective mentors
When: ongoing
Person(s) responsible: Board members
- Appoint new Board members to at least one Board standing committee
When: October 2011, October 2012, October 2013, or upon appointment
Person(s) responsible: Board Chair/Vice Chair
- Develop and implement a “Buddy” system so that new Board members can get assistance and information from current members
When: October 2011, October 2012, October 2013 or upon appointment
Person(s) responsible: Board, LAC Activities Work Group LAC Activities Work Group
- Attend Citizens for Maryland Libraries Trustee meeting
When: October/November 2011, 2012 and 2013
Person(s) responsible: Board members

4. Develop and implement legislative activity plan

- Continue coordination of communication effort for unified message for Board, LACs, and FOLs
When: ongoing
Person(s) responsible: Legislative & Public Affairs Work Group
- Organize visits for Council members and their staffs to branch libraries
When: Begin September 2011/ongoing before budget hearings
Person(s) responsible: Legislative & Public Affairs Work Group
- Sponsor program on budget process for Board and LACs
When: November 2011, November 2012
Person(s) responsible: Board members, MCPL Director and staff
- Invite Council members to participate in key MCPL events
When: ongoing
Person(s) responsible: Board Chair/ Legislative & Public Affairs Work Group
- Prepare talking points for Board and LACs for testimonies, letters, phone and email messages

When: February/March 2012, February/March 2013

Person(s) responsible: Legislative & Public Affairs Work Group

- Attend annual meeting with County Executive
When: February 2012, February 2013
Person(s) responsible: Board members
- Prepare and present packets to legislators at annual meetings with County Council members
When: February/March 2012, February/March 2013
Person(s) responsible: Legislative & Public Affairs Work Group
- Attend Library Legislative Day in Annapolis
When: February 2012, February 2013
Person(s) responsible: Legislative & Public Affairs Work Group
- Attend County Council Public Hearings on Budget
When: April 2012, April 2013
Person(s) responsible: Legislative & Public Affairs Work Group
- Attend ALA Day in Washington
When: April 23 and 24, 2012, April 2013
Person(s) responsible: Legislative & Public Affairs Work Group

End Result:

- Report summarizing Board activity to be presented at annual meetings in June 2012 and June 2013

* Quotes from County Executive Leggett's Transition Documents:

"I want to keep what is working; fix what is broken, and make certain that everyone has a seat at our table and a voice in the outcome."

"The real challenge for us in Montgomery County is how do we include more of us at the table without forcing aside those who are already rightfully there? The simple answer is to increase the size of the table."