

Agenda Item #4: BPLD Draft Timeline and Long Range Agenda Planning 05/23/23

Meetings in Main Library, Canyon Meeting Room, except where noted									
BPLD Transition Work Categories	May	June	July	August	September	October	November	December	Notes
Budget Development & Strategic Planning	5/23/2023 (2 hours) Review & adopt proposed timeline		No meeting July 4th week	August: August 1st and August 8th meetings will be at the Meadows Branch Library Meeting Room.		Budget presentation, Board adopt 2024 budget	Strategic planning study session/ presentation		This category will be a primary, ongoing focus for the Board of Trustees
	5/30/23 (3 hours) Overview of library budget 2024-2027 & and interplay with BPL Master Plan 2018-2028		07/18/2023 (2 hours) Presentation by BPL staff of 2018-2028 BPL Master Plan	Adopt existing 2018-2028 BPL Master Plan					
IGA Negotiations	5/23/2023 (2 hours) Overview of IGA matters Outline proposed subcommittee approach * IGA * Facilities * Staffing * Budget & Finance * Bylaws & Governance * Communication	6/6/2023 (3 hours) Establish subcommittee job descriptions & associated procedures vis-a-vis full board (overlaps with district governance) Adopt policy and procedures to include non-trustees on subcommittees Trustee subcommittee assignments	Late July: Executive session to develop IGA negotiation strategy Begin IGA negotiations	IGA negotiations: report on progress at Board meetings	IGA negotiations: report on progress at Board meetings Draft IGA complete	Board approve interim or full staff/buildings and "stuff" in IGA Finalize IGA City Council approval of City IGA BOCC approval of County IGA			Most items in this category will be completed in 2023, although some aspects of the IGA may be ongoing, depending on agreements made with the city
District Governance	5/23/2023 (2 hours) Approve resolution to hire library director (exec session)	6/6/2023 (3 hours) Insurance matters Subcommittee job descriptions & assignments		Develop HR systems	Board review of staff feedback on employment & benefits package	Board approve staffing and employment package for 2024			The bulk of this year's work will focus on building out the governance infrastructure. Thereafter, the Board will focus on revisions to procedures and policy updates.
	5/30/2023 (3 hours) Adopt financial policy to support hiring consultants and contractors Approve director issuance of RFPs for consultants	6/13/2023 (3 hours?) Board approve hiring of financial consultant Adopt setup of district financial and administrative structure (legal requirements?) Review and adopt bylaws Review and adopt Trustee handbook (based on BPL Commission handbook) Adopt contract with city governing BPL employees work on transition matters	07/11/2023 (2 hours) Approve consultants for HR & IT Timeline for build out of HR and IT systems						
		6/20/2023 (2 hours, 6-8 pm) CO State library Trustee orientation	Develop communication systems (Benita: date TBD)						

Meetings in Main Library, Canyon Meeting Room, except where noted									
BPLD Transition Work Categories	May	June	July	August	September	October	November	December	Notes
		6/27/2023 (4 hours, 4-8 or 5-9 pm) Hold for subcommittee meetings (1 hour slot per subcommittee)							
Subcommittee work									
Bylaws & Governance	Begin work on bylaws and financial policy		Develop IT policy (CIPA, security, privacy)					BPL Library Commission handoff of policy subcommittee to BPLD bylaws subcommittee	
Staffing		Survey staff on benefits, staff meeting, letter from the Board		Draft employment & benefits package Staff review of employment & benefits package					
IGA		IGA discussions prep							
Budget & Finance	Develop financial policy	Intro to budget: overview of costs and revenue	Draft 2024 budget review	Develop 2024 budget				Planning for 2025 budget review	
Facilities									
Communication		Communications proposal - Benita							