

# NVDPL BOARD WORK PLAN - 2016

Updated - October 20, 2016

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2016	Jan-28	Feb-25	Mar-23	Apr-28	May-26	Jun-23	SUMMER BREAK	Sep-22	Oct-27	Nov-24	Dec. 15	
<b>Administration</b>	<ul style="list-style-type: none"> <li>Consider updated policies brought forth</li> <li>Elect Board Chair &amp; Vice Chair</li> <li>Appoint Committee Members</li> <li>Approve Library Closure Dates for 2016</li> <li>Establish Board's 2016 'Micro-Budget'</li> </ul>	<ul style="list-style-type: none"> <li>Consider updated policies brought forth</li> </ul>	<ul style="list-style-type: none"> <li>Consider updated policies brought forth</li> </ul>	<ul style="list-style-type: none"> <li>Consider updated policies brought forth</li> </ul>	<ul style="list-style-type: none"> <li>Consider updated policies brought forth</li> </ul>	<ul style="list-style-type: none"> <li>Consider updated policies brought forth</li> <li>Review and Endorse the 2016/2017 Communications Plan</li> </ul>		<ul style="list-style-type: none"> <li>Consider updated policies brought forth</li> <li>Approve FINAL DRAFT 2015 Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>Consider updated policies brought forth</li> </ul>	<ul style="list-style-type: none"> <li>Consider updated policies brought forth</li> <li>Approve Library Closure Dates for 2017</li> </ul>	<b>Year End Wrap Up and Celebration</b>	
<b>Advocacy</b>		<ul style="list-style-type: none"> <li>Committee of the Whole Meeting</li> </ul>		<ul style="list-style-type: none"> <li>Committee of the Whole Meeting</li> </ul>		<ul style="list-style-type: none"> <li>Committee of the Whole Meeting</li> </ul>		<ul style="list-style-type: none"> <li>Committee of the Whole Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Committee of the Whole Meeting</li> </ul>			
<b>Finance &amp; Infrastructure</b>	<ul style="list-style-type: none"> <li>2016 Operating Budget</li> <li>BCLTA Annual Dues</li> <li>Receive Financial Report (Date ending Nov. 30, 2015)</li> </ul>		<ul style="list-style-type: none"> <li>Approve Audited Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li>Approve SOFI</li> <li>Receive Q1 Financial Report</li> </ul>				<ul style="list-style-type: none"> <li>Receive Q2 Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>2017 Operating and Capital Budget Submissions</li> <li>2017 Capital Projects for DNV review</li> <li>Receive Q3 Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>Review Fines, Fees and Charges for 2017</li> </ul>		
<b>Governance</b>	<ul style="list-style-type: none"> <li>Trustee Orientation</li> </ul>		<ul style="list-style-type: none"> <li>Initial Discussion re. Strategic Planning for 2017-2019</li> </ul>	<ul style="list-style-type: none"> <li>Set date for Strategic Planning Session</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Planning Session (May 28)</li> </ul>	<ul style="list-style-type: none"> <li>Determine Trustee Vacancies for 2017</li> </ul>		<ul style="list-style-type: none"> <li>Finalize Trustee Vacancies for 2017</li> <li>Completed Strategic Plan for 2017-2019</li> <li>Board Self-Evaluation Survey (Sept. 30)</li> </ul>	<ul style="list-style-type: none"> <li>Trustee Recruitment Open House (early Oct.)</li> <li>Review Board Self-Evaluation Survey Results</li> </ul>	<ul style="list-style-type: none"> <li>Receive Letters of Appointment and Re-Appointment for 2017 Board from DNV</li> </ul>		
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>Receive Director's Q4 - 2015 Report</li> <li>Review Director's Priorities/Goals for 2016</li> </ul>	<ul style="list-style-type: none"> <li>Review Director's Work Plan for 2016</li> </ul>		<ul style="list-style-type: none"> <li>Receive Director's Q1 Report</li> </ul>	<ul style="list-style-type: none"> <li>Approve Director's 2016 Work Plan</li> </ul>			<ul style="list-style-type: none"> <li>Receive Director's Q2 Report</li> </ul>	<ul style="list-style-type: none"> <li>Receive Director's Q3 Report</li> <li>Conduct Director Evaluation (early Nov.)</li> </ul>	<ul style="list-style-type: none"> <li>Review Total Compensation Package for Director (In-Camera)</li> </ul>		