NORTHLAND PUBLIC LIBRARY AUTHORITY
Governance Committee MEETING
February 12, 2026 7pm

AGENDA and MEETING SUMMARY
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I. Call to Order: **The meeting was called to order at 7pm by Irene Caliendo. In attendance: Alan Chec, Andrea Georgic, Kelley Moten, Casey Sample, Michael Smith, and Irene Caliendo**

II. Comments from the Public: **There were no public comments**

III. New Business:

A. Review remaining priorities identified by 2024 Board Survey
The Committee members agreed that all items defined as goals/priorities were completed during the 2024 and 2025
- **Board survey tool created and completed by Board members**
- **Board member orientation/onboarding revised and implemented**
- **Board education (retreat) session**
- **Monthly Board meeting education topic refresher**
- **Revision of the Board Qualifications and Responsibilities**

B. 2026 Committee Priorities
Each item was discussed separately. Outcome of discussion is outlined below each item.

1. Possible priorities
   a. Conduct 2026 Board Survey: **Survey will be completed by Board members in 2026**
   b. Review Articles of Incorporation
   The Committee needs more information. Alan Chec will research the process and requirements concerning how to complete the review and re-file with the State. Legal assistance may be needed. Work on this item needs to begin in 2026.
   c. Develop standard review process/form for Executive Director
      1) Discuss need; what/who is involved; should process be led by Governance or Personnel Committee; outside legal assistance needed?
      In general, the Committee agreed the development of an evaluation tool and/or annual goals for the ED should be explored. Irene Caliendo will discuss this issue with Mike Smith, Board President and Sarah Poweska, Chairperson of Personnel Committee.
   d. Develop Board Advocacy Tool Kit

All agreed that the Board members' advocacy efforts should be in support of, versus instead of the advocacy work done by the Executive Director and staff. Nonetheless, Board members should participate in the advocacy program. This item requires more discussion. Some Committee members think this should be a secondary goal for the Governance Committee and not a primary focus of the Committee in 2026.

e. Committee involvement in Strategic Plan
Discussion of this item was tabled until the new ED and Policy and Planning Committee have developed an outline for the Strategic Plan.

2. The following items were suggested during the meeting and discussed by the Committee.

a. **Individual Board goals**
There was discussion re: should Board members have some specific goals/responsibilities beyond those stated in the Qualifications and Responsibilities Document, such as attend #x of municipality meetings annually; contact municipal leaders via email; phone etc about library issues or achievements periodically? This item will be discussed as a secondary matter later in the year. No conclusion was reached.

b. **Legislative Breakfast**
All agreed that NPL should host a Legislative Breakfast in 2026. Kelley Moten suggested June. This will be a 2026 Priority.

c. **Jr. Board Member Development/Integration**
There was mixed discussion about this item. In general, all agreed that the Board needs to do better at integrating the Jr. Board member (JBM) into the business of the Board and needs to make an improved effort to encourage the JBM to participate in meetings. Casey Sample volunteered to think about the matter and develop a few suggestions. However, this will not be a 2026 Priority for the Governance Committee.

d. **Board Retreat**
All agreed that decision about having a 2026 Board retreat/educational session is a low priority given the members' involvement in developing the Strategic Plan. However, this will be re-evaluated after the results of the 2026 Board Survey are available.

C. Completion of State Ethics Statement of Financial Interests by all Board members: Consider sending Committee f/up reminders to members to complete form in a timely manner.
This item was not discussed at the February meeting.

IV. Unfinished Business:

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A. New Board member orientation revision: Are all developed documents on SharePoint/Board Portal?
The Committee verified that all relevant documents have been posted on the SharePoint Board Portal. Casey Sample stated that she also posted the relevant links.

B. Continue May, 2025 meeting discussion re: New Board member recruitment strategies
The Committee agreed to defer this item until the new Executive Director is on board and can participate in the discussion.

C. Approval of Nov. 13, 2025 meeting summary
A motion to approve the previous meeting summary was made by Ms. Sample. The summary was approved.

V. PUBLIC COMMENT ON NON-AGENDA ITEMS ONLY: **There were no public comments.**

VI. Adjournment: **The meeting was adjourned at 8pm.**

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