

**Culture Committee Meeting**  
**10:00 am, January 10, 2025**  
**Rawlings – Executive Conference Room**

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**A G E N D A**

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ANTICIPATED ATTENDEES: Alyssa Mestas, Amy Nelson, Heather Wilder, Jill Kleven, Kristi Roque, Nick Potter, Sherri Baca, Stacy Righini, Terri Daly, Ray Packard

ANTICIPATED ABSENT: Alyssa Vargas Lopez

10:00 pm – Call meeting to order — Review Goals for the Meeting **[Sherri]**

DISCUSSION ITEMS

1. Recap of Where We Have Been, Deliverables Thus Far **[Terri/Sherri]**
  - a. Reference Culture Implementation Plan
2. Next Implementation Steps from Culture Plan
  - a. Culture Improvement Branding & Website Resource **[Nick]**
  - b. 2025 Annual Plan Goals (see next page) **[Start Team]**
3. Culture Committee Role Development **[Sherri / ALL]**
  - a. Involvement with Annual Plan Goals
  - b. Report Out Responsibilities
  - c. Culture Committee meetings—Ongoing? Frequency?
  - d. Culture Committee membership—Add members?
4. Other / Miscellaneous **[ALL]**

Adjourn by 11:30 a.m.

	<b>Organizational Culture</b>	
	Set organizational culture enhancement as a focused goal of the library across all departments and branches. Foster a positive internal culture through team-building initiatives, promoting constructive workplace behavior, and supporting staff well-being. This work is led by library leaders and the culture committee.	
Culture & Diversity	Develop a concise and compelling vision for culture statement (includes branding the culture initiative).	Executive Leaders
Culture & Diversity	Develop a change management framework to support implementation, adoption, and buy-in of key change initiatives.	Culture Committee Leaders
Culture & Diversity	Develop clear employee expectations related to customer service and integration of IDEA in operating practices.	Executive Director
Culture & Diversity	Establish formal communication protocols that encourage productive multidirectional communication.	Executive Director
Culture & Diversity	Embrace a culture of feedback and accountability to cultivate trust, respect, and collaboration through internal or external training in the areas of conflict management, communication, IDEA, emotional intelligence.	Director of Human Resources
Culture & Diversity	Continue to focus on emergency preparedness to include finalizing the planning and protocols document, implementing consistent staff training, and keeping safety as a priority regarding interactions of staff with the public. Includes gathering data on safety needs and utilizing it to build a robust safety program.	Associate Director of Public Services & Security Manager
Culture & Diversity	Develop and reiterate clear, consistent employee expectations through continuing review of job description and outlining competency frameworks for each position.	Director of Human Resources
Culture & Diversity	Lead the development and implementation of a new employee recognition program that replaces the current program.	Director of Human Resources
Culture & Diversity	Enhance performance review consistency and relevance to ensure all roles in the organization are effectively evaluated using standardized performance review forms with role-specific criteria by the end of the performance cycle.	Director of Human Resources