

**CTLS Governance Committee Agenda**  
**Tuesday, April 14, 2026**  
**6PM via zoom**

**Link to Join:**

<https://us02web.zoom.us/j/88581089070?pwd=c2ZndHpnQkdVbGVGdk1iRlVlUmkvQT09>

**Meeting ID:** 885 8108 9070

**Meeting Password:** 625351

**Phone:** +1 929 205 6099 US (New York)

**AGENDA**

New Business:

- Advocacy toolkit draft plan [Library Board Advocacy Plan.v1.docx](#)
- Strategic Impact Report distribution strategy, including:
  - Elected officials
  - Scriven, etc
  - Linked in newsletter
  - Quarterly donor newsletter recipients
- Dashboard for tracking board goals
- Update on Friends seat

	2026-27 Draft Goals			
Committee	Goal Area	Goal Statement: Draft new goal statements or revise the ones listed to reflect 2026 priorities	Quantitative Goals: Draft new quantitative goals based on the new goal statements	Potential Key Action Items
Internal Affairs External Affairs	Board Self-Evaluation & Planning	Board will support the work to stabilize and diversify funding sources.	1. Formalize a process for grant applications (new staff, volunteer, or otherwise).	1. Devise potential numbers for "X% of the budget is new funding" 2. Explore the potential of finding a dedicated Development Coordinator
Community Advisory Committee Governance	Advocacy	The Board will expand its advocacy capacity by equipping members and community partners to champion CTLS priorities, funding needs, and strategic initiatives, ensuring strong and consistent visibility across the Township.	1. Each board member completes at least two advocacy actions (commissioner outreach, community events, stakeholder meetings) by December 2026. 2. Revise the stakeholder engagement list and identify 5+ priority partners by December 2026. 3. Ensure quarterly communication touchpoints between the Board and Township Commissioners. 4. Produce four advocacy	1. Revisit the stakeholder engagement list identifying priority partners by May 2026. 2. Build an ongoing Advocacy Toolkit for board members (talking points, one-pager, impact stats). 3. Host two community listening sessions (or similar type meetings) to gather feedback and build relationships. 4. Coordinate quarterly commissioner briefings or updates. 5. Launch a storytelling

			communications (updates, infographics, or public statements) annually.	campaign highlighting patron impact, staff achievements, and program successes.
Governance	Strategic Plan Implementation	The Board will guide and monitor the successful launch of the 2026–2030 Strategic Plan by supporting assessment of the 2022–25 plan, aligning board work to new priorities, and establishing clear accountability structures.	<ol style="list-style-type: none"> <li>1. Ensure full board adoption of the 2026-30 Strategic Plan and establish a clear implementation structure for board committees by May 2026.</li> <li>2. Complete the 2022–25 Strategic Plan close-out report by April 2026.</li> <li>3. Review progress on strategic plan implementation three times per year (fall, winter, spring) at a respective board meeting.</li> <li>4. Ensure each committee aligns its annual goals to at least one strategic plan priority by June 2026.</li> <li>5. Develop a dashboard or scorecard for tracking progress by April 2026.</li> </ol>	<ol style="list-style-type: none"> <li>1. Develop an implementation calendar with milestones for reach strategic priority.</li> <li>2. Define committee-level responsibilities for each priority area.</li> <li>3. Build a dashboard prototype (Google Data Studio, Canva, or simple PDF) to track progress.</li> <li>4. Present quarterly updates to the board and key stakeholders and adjust implementation steps as needed.</li> </ol>