



# Governance Policy

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## **BYLAWS**

### **ARTICLE I - NAME**

The name of this organization shall be the Board of Library Trustees of the Village of La Grange, Illinois.

### **ARTICLE II - OBJECT**

The object of this Board shall be to hold and administer library property and funds and formulate policies and guide the direction of the library's affairs.

### **ARTICLE III - MEMBERS**

#### **OATH OF OFFICE**

Members shall be the duly-elected or appointed Library Board Trustees. Within 60 days after their election, the trustees shall take the oath of office and meet to organize the board. The required oath may be taken and subscribed to before the Secretary or the Secretary Pro Tem of the library board or the Village Clerk or any other person authorized to administer oaths.

Oath of Office for Library Trustees: "I (name) do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Trustee of the La Grange Public Library to the best of my ability."

#### **SWEARING IN CEREMONY**

The swearing in ceremony for the newly elected Village Library Trustees shall take place at an organizational meeting convened prior to the regular May meeting, providing this is within sixty days after their election. If no regular meeting is scheduled within sixty days after their election, a special meeting shall be called by the President of the Board.

#### **MAY ORGANIZATIONAL MEETING**

The first action taken at the May organizational meeting immediately after the swearing-in ceremony shall be the election of a President and a Secretary and such other officers as the board may deem necessary and the board shall further provide in the bylaws of the board as to the length of the terms in office. The organizational meeting shall take place immediately after the swearing-in ceremony. This meeting shall be presided over by the President of the Board and consist of the remaining Trustees and the newly elected Trustees. In the event that the President has retired, a President Pro Tempore shall be elected to



preside at this meeting. The purpose of the organization meeting is to act on the recommendations of the Nominating Committee.

## **VACANCY**

Any vacancy occurring shall be filled by appointment by the remaining Trustees until the next annual Village election, at which election a Trustee shall be elected to fill the unexpired term of the vacancy.

## **OFFICERS AND DUTIES**

The officers of the Board shall consist of a President, a Vice President, a Secretary and a Treasurer. No Trustee shall hold more than one office.

## **NOMINATING COMMITTEE**

A Nominating Committee, appointed by the President at the regular March meeting, shall consist of two members and shall present a slate of nominees at the April meeting. Nominations may also be made from the floor. Consent of all nominees must be obtained before their name is placed in nomination. The election shall be held annually at the May organizational meeting, following election of Library Trustees. If there shall be more than one nominee for any office, a majority of votes cast shall be necessary for election.

## **TERM OF OFFICE**

Officers of the Board shall serve a term of one year, or until their successors have been elected and shall not serve more than two consecutive terms, except the President and Treasurer who may serve three consecutive terms.

## **OFFICER VACANCY**

Any vacancy occurring between annual elections shall be filled by appointment by the President, with the approval of the Board. If the Presidency becomes vacant, the Vice President shall become President for the remainder of the term.

## **ARTICLE IV - OFFICERS AND DUTIES**

### **PRESIDENT**

1. Set the Agenda with the Library Director
2. Preside at meetings of the Board
3. Appoint all standing and special committees
4. With the Treasurer, or in the Treasurer's absence, with the Chairman of the Finance, Personnel and Archives Committee, approve and sign all vouchers authorizing payment from funds of the Library.
5. Communicate frequently with the Library Director on all matters of library operations and policy
6. Conduct and manage the annual review of the Library Director
7. Monitor the progress and performance of standing and special committees



## **VICE PRESIDENT**

1. Perform all duties of the President in his/her absence
2. Be responsible for submitting the annual report required by state law
3. Be responsible for the annual progress report to the citizens of La Grange in June
4. Perform such other duties as may be assigned to him/her by the President

## **SECRETARY**

1. Be responsible for accurate minutes of the proceedings of the Board
2. Answer correspondence as assigned
3. Notify Trustees and Library Director of meetings

## **TREASURER**

1. Be chief financial officer of the Board, with duties and responsibilities ordinarily assigned to a treasurer, including, but not necessarily limited to, the following:
2. Have custody of the general funds of the Library unless some other person is specifically named as Deputy Treasurer by the Library Board as permitted by Illinois Law
3. Have custody of funds received by the Library Board as gifts or as the result of sale of gifts received in kind and of any working cash fund authorized by the Library Board under Illinois Law
4. Be responsible for the maintenance of proper financial accounts and records either under the Treasurer's direct supervision or under the supervision of some other person designated by the Library Board
5. Be responsible for the preparation of payment vouchers and checks, where applicable. All bills of the Library shall be validated by the Library Director or some other person designated by the Board. Payment shall be made by draft or check signed by a person or persons designated by the Board.
6. Be the Chairman of the Finance, Personnel and Archives Committee.

## **ARTICLE V - COMMITTEES**

### **STANDING COMMITTEES**

There shall be Standing Committees consisting of one or more Trustee(s) as follows:

1. Building and Grounds
2. Finance, Personnel and Archives
3. Metropolitan Library System and Legislation
4. Planning and Policy
5. Friends of the Library
6. Fundraising and Advocacy



7. Long Range Planning
8. Village Liaison

## TERM OF SERVICE

The term of service of members of Standing Committees shall be until the end of the fiscal year in which they were appointed or until their successors are appointed.

## SPECIAL COMMITTEES

Special Committees may be appointed by the President. The term of Service shall be until the end of the fiscal year in which they were appointed.

## DUTIES OF COMMITTEES

### **Building and Grounds**

1. Have responsibility for recommending and directing maintenance, repairs, improvements and alterations in the Library building and grounds
2. Obtain competitive bids for Board approval for items over \$20,000.00. Any competitive bid shall be made in accordance with any applicable law or regulation regarding public bidding.

### **Finance, Personnel and Archives**

1. Have supervision of all financial matters relating to the Library.
2. Review regularly the financial reports prepared by the Treasurer, or other person designated by the Board and report to the Board on the budget.
3. Make a determination that the amount of library tax assessed is proper in relation to the Appropriation Budget adopted by the Board and to determine that the taxes received or credited are in agreement with the amounts disbursed by the Township or County Collector to the Library Fund.
4. Prepare and present the Annual Budget for adoption by the Library Board at its April meeting and for presentation, if required by Illinois Law, to the Village Board.
5. Work with the Building and Grounds Committee to determine the amount of property, public liability and other insurance which should be carried
6. Oversee the maintenance and disposition of records as prescribed by the regulations of the Local Records Commission of Cook County, Illinois, or by other authorities, or as required for Library purposes.

### **Metropolitan Library System and Legislation**

1. Keep informed on State and Federal Library legislation and report to the Board any action or proposed action that may affect the Library
2. Keep Board informed of Metropolitan Library System services and issues



## **Planning and Policy**

1. Make recommendations to the Board in consultation with the Library Director on the day-to-day library operation policy
2. Review with the Library Director new services to be offered and promoted by the Library
3. Make other recommendations on policy for the well being of the Library
4. Review policies on an ongoing basis according to a schedule determined by the Chairman and the Library Director.
5. Study current Village survey information and needs and to report to the Board those which may affect demands for library service and recommend action to implement needed change.
6. Consult with the Library Director and make a recommendation to the Board annually on the holidays and days of closing for the ensuing calendar year

## **Friends of the Library**

1. Monitor the activities planned by the Friends of the Library
2. Represent the Library Board of Trustees at official Friends of the Library meetings

## **Fundraising and Advocacy**

1. Actively encourage and coordinate acceptable fund raising efforts on behalf of the Library
2. Review the Library's Fund Raising policy annually
3. Work with the Marketing and PR Coordinator to review the Library's Marketing Plan annually

## **Long Range Planning**

1. Make recommendations to the Board in consultation with the Library Director and the Finance, Personnel and Archives Committee for long-range planning
2. Along with the staff and Library Director, annually evaluate the Library's progress on the Long Range Plan and make recommendations for adjustments

## **Village Liaison**

1. Keep Board informed of Village of La Grange services and issues
2. Act as a liaison to the Village on any Library-related issues



## ARTICLE VI - MEETINGS

### **REGULAR MEETINGS**

The regular meetings of the Board shall be held on the third Tuesday of each month at 7:00 p.m., in the La Grange Public Library, unless otherwise ordered. All meetings shall be held in accordance with the Illinois Open Meetings Act and the Illinois Freedom of Information Act and any applicable law of regulation regarding meetings.

### **SPECIAL MEETINGS**

Special meetings may be called by the President and must be called at the written request of any two of the Trustees. All notices shall state the object of the meeting.

### **QUORUM**

A quorum for the transaction of business shall consist of four or more Trustees.

### **ORDER OF BUSINESS**

The order of business shall be as follows:

1. Call to Order & Roll Call
2. Public Comments regarding items on the agenda
3. Minutes Reading and Approval
4. Communications
5. Report of the Library Director
6. Financial Report
7. Reports of Committees
8. Unfinished Business
9. New Business
10. Public Comments regarding matters not on the agenda
11. Executive Session (if needed)
12. Adjournment

### **RECORDING MEETINGS**

The Open Meetings Act gives the public the right to tape record the Board's public meetings. Recording may take place subject to the following.

1. The Trustees or the Library Director can direct a reporter or an audience member to place their recording device in an unobtrusive position near the Library Board.
2. The person(s) recording the meeting may also use a directional microphone.



## REMOTE ATTENDANCE

It is the policy of the La Grange Public Library that any member of the Board of Trustees may attend and participate in any open or closed meeting of the Board of Trustees from a remote location via telephone, video or internet connection, provided that such attendance and participation is in compliance with this policy and any other applicable laws.

Prerequisites A member of the Board of Trustees may attend a meeting from a remote location if the member meets the following conditions: a quorum is physically present throughout the meeting and a majority of a quorum of the Board of Trustees votes to approve the remote attendance:

1. The member should notify the Secretary or President at least 24 hours before the meeting so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.
2. The member must assert one of the following three reasons why he or she is unable to physically attend the meeting.
  - a. The member cannot attend because of personal illness or disability; or
  - b. The member cannot attend because of employment purposes or the business of the La Grange Public Library; or
  - c. The member cannot attend because of a family or other emergency.

Voting Procedures After a roll call establishing that a quorum is physically present, any member present may move that a member be permitted to participate remotely, specifying the reason entitling the absent member to participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed. The motion must be approved by a vote of a majority of the quorum.

Adequate Equipment Required The member participating remotely and other members of the Board of Trustees must be able to communicate effectively, and members of the audience must be able to hear all communications. Before approving remote attendance at any meeting, the Board of Trustees shall provide equipment adequate to accomplish this objective.

Minutes Any member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference, for that meeting if the member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

Rights of Remote Member A member permitted to participate remotely will be able to express his or her comments during the meeting and participate in the



same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any vote taken, and his or her vote counted and recorded by the Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member.

Meetings The term meeting as used herein refers to any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purposes of discussing public business.

Closed Meetings A quorum of the Board of Trustees must be physically present at any closed meeting. Members participating remotely shall otherwise be entitled to participate in closed meetings by video or audio conference, in the same manner as at an open meeting.

Committees, Boards and Commissions This policy shall apply to all committees, boards and commissions established by authority of the Board of Trustees. However, when remote attendance is possible only by audio connection and an off-site member will be unable to view visual exhibits or demonstrations which may influence a decision by the committee, board or commission, remote attendance should not be approved.

## ARTICLE VII - LIBRARY DIRECTOR

The Library Director shall be chief administrator with the ultimate responsibility for all services, book selection, personnel management and physical facilities. It is the responsibility of the Library Director to follow the policies established by the Library Board.

In the absence of the Library Director, emergencies will be handled by the Librarian-in-Charge. The Director is responsible for establishing a Librarian-in-Charge procedure.

## EVALUATION OF THE LIBRARY DIRECTOR

1. The Director will complete and discuss with the board president an evaluation form agreed upon by the Board. This meeting will take place no later than 60 days prior to the start of the fiscal year.
2. The Board of Trustees will meet no later than 30 days prior to the start of the fiscal year to discuss their evaluation using the form Board of Trustees Evaluation of the Library Director relative to the position description and the form completed by the Director in Step 1.



3. At the regular meeting of the Board of Trustees immediately prior to the start of the fiscal year; the trustees will discuss with the director the results of their evaluation discussion and their recommendations. Any salary changes will be effective on the first payroll following the start of the fiscal year.

## ARTICLE VIII - DISBURSEMENTS

### INVOICES

Each disbursement shall be supported by an invoice or other evidence of the propriety of the disbursement. Each invoice shall be signed by two persons: the appropriate department head and the Library Director. In the event of an administrative expense, the invoice shall be signed by the Library Director or the Business Manager. One copy of the invoice shall be filed at the Library.

### ACCOUNTS PAYABLE APPROVAL LISTING

An Accounts Payable Approval Listing, itemizing all disbursements for each accounting period, will be signed by the Library Director, and copies will be submitted to the Treasurer and all trustees for review prior to the regular meeting of the board. The original copy of the Accounts Payable Approval Listing shall be approved by majority vote of a quorum of the board, signed by all trustees present, and filed at the Library.

### CHECKS

Disbursements (other than petty cash) made from library funds, of which the Treasurer of the Library Board is custodian, shall be made by check signed by two persons, one of whom shall be either the Treasurer or President of the Board, and the other, or the Library Director.

## ARTICLE IX - AMENDMENTS

These Bylaws may be amended at any regular meeting or at any special meeting called for that purpose by a majority vote of the entire Board.

## ARTICLE X - RULES OF ORDER

Robert's Rules of Order shall govern the parliamentary procedure of the Board.

## COMMITTEES - 2008-2009

### BUILDING AND GROUNDS

- a. Steve Wolf, Chairperson
- b. Mary Nelson
- c. Caroline Coryell



## FINANCE, PERSONNEL AND ARCHIVES

- a. Caroline Coryell, Chairperson
- b. Jane Byczek
- c. Rose Taylor

## LEGISLATION and METROPOLITAN LIBRARY SYSTEM

- a. Bill Coffee, Chairperson

## PLANNING AND POLICY

- a. Bill Coffee, Chairperson
- b. Jane Byczek
- c. Steve Wolf

## FRIENDS OF THE LIBRARY LIASION

- a. Jane Byczek, Chairperson

## FUNDRAISING and ADVOCACY

- a. Mary Nelson, Chairperson
- b. Caroline Coryell
- c. Rose Taylor

## LONG RANGE PLANNING

- a. Jane Byczek, Chairperson
- b. Bill Coffee
- c. Rose Taylor

## VILLAGE LIAISON

- a. Mary Nelson, Chairperson

## MINUTES OF EXECUTIVE SESSIONS

1. Confidential minutes of executive sessions are kept at the library in a locked cabinet are not available to the public. Only the Board President and Secretary will have keys to the cabinet.
2. Copies of the most recent executive sessions(s) should be handed out by the Board Secretary to the board members at a regular board meeting for the approval of their accuracy.
3. The Board Secretary will then file a copy of the approved, confidential minutes at the library.
4. Every six months or whenever necessary (or as state law requires) the Board shall review the confidential minutes to determine if they can be made available in the public domain.



5. Trustees can approve a modified set of minutes for release to the public with regular board minutes and retain a detailed set of the minutes in confidential files.

## **OFFICERS 2009 - 2010**

### **PRESIDENT**

Becky Spratford, 440 South Kensington Avenue

### **VICE PRESIDENT**

Jane Byczek, 445 South Spring Avenue

### **TREASURER**

Caroline S. Coryell, 115 South Spring Avenue

### **SECRETARY**

Rose M. Taylor, 404 East Maple

### **TRUSTEE**

Bill Coffee, 320 South Madison Avenue

### **TRUSTEE**

Mary Nelson, 1200 Carriage Lane

### **TRUSTEE**

Steven A. Wolf, 213 South Ashland Avenue

## **TRUSTEE DUTIES, FUNCTIONS AND RESPONSIBILITIES**

The following listing stems from library law but is essentially more closely allied to the traditions of service which have come to be generally agreed upon among library trustees. It is based on a study of the publications which constitute the basic literature of library trusteeship. These publications have in almost every case been developed by trustees, for trustees.

1. Attend Board and committee meetings.
2. Employ a competent and qualified Library Director at an adequate salary.
3. Provide an adequate and qualified staff to work with the Library Director.
4. Establish conditions of employment and provide for the welfare of the staff.
5. Study the programs and needs of the library in relation to the community keeping informed on community changes, trends, needs and interests.
6. Determine the purposes and objectives of the library and re-examine them periodically.



7. Determine and adopt written policies to govern the operation and program of the library and assign their execution to the Library Director and the staff.
8. Study, adopt and implement a clear cut policy in the areas of Collection Development and Internet Use.
9. Establish rules and regulations governing the use of the library upon the recommendation of the Library Director.
10. See that accurate records are kept on file at the library.
11. Secure adequate funds from the appropriating agency, and from new sources if necessary, to carry out the library's program and to make the objectives for constantly improved service a reality.
12. Administer gifts of money and property according to the terms of bequests.
13. Assist in the preparation of an annual budget.
14. Establish, support and participate in a vital advocacy program for the library.
15. Report regularly to the governing officials and to the general public.
16. Coordinate library activities with those of public officials, civic groups and other community organizations.
17. Contribute special knowledge of the community to library staff members so they can effectively serve the community which supports the library.
18. Know state, local and federal library laws.
19. Actively support state and national library legislation which improves and expands library service.
20. Know and understand the resources available through the Illinois State Library and Metropolitan Library System and study the advantages of participation in the system.
21. Keep abreast of public library standards and library trends.
22. Arrange, aid, encourage and attend regional, state and national trustee meetings and workshops for a fuller utilization of trustee talent and experience.
23. Affiliate with professional organizations.
24. Review "Serving Our Public: Standards for Illinois Public Libraries" on a regular basis.

## **TRUSTEES FOUR YEAR TERMS of OFFICE**

### **2009-2013**

1. Jane Byczek
2. Bill Coffee
3. Mary S. Nelson
4. Becky S. Spratford

### **2007-2011**

1. Caroline Coryell
2. Rose Taylor



3. Steve Wolf

## TRUSTEES FOUR-YEAR TERM RESOLUTION

BE IT RESOLVED by the Board of Library Trustees of the La Grange Public Library, Village of La Grange, Cook County, Illinois, that pursuant to Section 4-3.1 of Chapter 81, Illinois Revised Statutes (1981), the terms of Library Trustees of the La Grange Public Library shall be four (4) years, except as hereinafter provided. This Resolution shall be effective for terms of office commencing the election of April, 1985.

Pursuant to said statute, there will be two Library Trustees elected in April of 1985, for a 4-year term. To fill two unexpired terms ending in April of 1987, two Trustees will be elected in April of 1985, for a 2-year term. In April of 1987, three Trustees will be elected for a 4-year term. In April of 1989, four Trustees will be elected for a 4-year term.

## LIBRARY AFFILIATIONS

1. Illinois Library Trustee Association
2. Library Administrators' Conference of Northern Illinois (LACONI)
3. Metropolitan Library System

## MISSION STATEMENT

The La Grange Public Library provides residents of all ages the means to continue learning throughout their lives; to nurture a love of reading; to find, evaluate and utilize information in a variety of formats; and to connect as a community.

## LONG RANGE PLAN

Service Responses are very distinct ways in which a library serves the public. Our village Planning Team chose to focus on three Service Responses for the next three to five years. These service responses are General Information and Information Literacy, Current Topics and Titles, and Life Long Learning.

### **General Information & Information Literacy**

Ensuring a knowledgeable staff who will provide information and answers on a broad variety of subjects and help residents develop the skills related to finding, evaluating and using that information effectively

#### **Goal:**

Educate public and staff to find information in current and new technologies

#### **Objectives:**

- a. Create formal training program in database and Internet use
- b. Promote total awareness and use of all staff, technology and print resources



**Goal:**

Create a more accessible and available collection

**Objectives:**

- a. Maintain and promote a state-of-the-art reference collection
- b. Study and implement space requirements in a building
- c. program to make the collection more user-friendly
- d. Current Topics and Titles
- e. Providing all residents a satisfying recreational experience that nurtures a love of reading and the joy of discovery

**Goal:**

Provide popular print and audiovisual materials in ample quantities housed in a comfortable environment

**Objectives:**

- a. Reduce waiting list for popular titles
- b. Increase the number of audiovisual materials
- c. Study and implement space requirements in a building program to enhance use of print and audiovisual materials

**Goal:**

Promote and market programs and services for all ages

**Objectives:**

- a. Promote and expand Reader's Advisory\* service
- b. Unify promotion and marketing activities
- c. Expand program offerings
- d. Lifelong Learning
- e. Addressing the "serious side of recreation" for individuals of all ages – self-directed personal growth and development through books, new technologies and other materials

**Goal:**

Demonstrate that learning is a lifelong pursuit

**Objectives:**

- a. Satisfy the desire of residents to gain an understanding of their own cultural heritage and the cultural heritage of others
- b. Form partnerships with historical and governmental agencies to address the desire of residents to know and better understand their community and their world

**Goal:**

Provide a social and learning environment within the community

**Objectives:**

- a. Create programs to bring together residents with shared interests
- b. Use new technologies in creative ways for programming