

March 2026 Davies Memorial Library Trustee Meeting Agenda

Location: Davies Memorial Library

Date: Wednesday March 11, 2026 at 6:30

The mission of the Davies Memorial Library is to offer diverse and enriching literacy opportunities to inspire life-long learning in our community.

Call to Order:

Attendance:

Minutes from January: [W](#) February 2026 meeting minutes .docx

Additions or changes to the Agenda:

Public Comment:

Financial Report:

Old Business

1. HUD grant update: design plans, letter of support, assistance with bidding process requirements
2. Children's room renovation update

New business

1. Welcome Robin & Jeremy
2. Summer Reading dates
3. Beth Kanell Event
4. Election of Officers: Chairperson, Vice Chairperson, Treasurer, & Secretary
5. Annual review of by-laws [DML bylaws :Final 2026](#)

Next meeting:

Adjournment:

Executive session

The Seven Norms of Collaborative Work

The seven norms of collaboration are essential capacities and skills for high-performing groups. They operate within several practical frameworks that help groups to develop shared meaning and gracefully reach decisions.

1. Pausing

Pausing before responding or asking a question allows time for thinking and enhances dialogue, discussion, and decision-making.

2. Paraphrasing

Using a paraphrase starter that is comfortable for you – “So...” or “As you are...” or “You’re thinking...” – and following the starter with an efficient paraphrase assists members of the group in hearing and understanding one another as they converse and make decisions.

3. Posing Questions

Two intentions of posing questions are to explore and to specify thinking. Questions may be posed to explore perceptions, assumptions, and interpretations, and to invite others to inquire into their thinking. For example, “What might be some conjectures you are exploring?” Use focusing questions such as, “Which students, specifically?” or “What might be an example of that?” to increase the clarity and precision of group members’ thinking. Inquire into others’ ideas before advocating one’s own.

4. Putting Ideas on the Table

Ideas are the heart of meaningful dialogue and discussion. Label the intention of your comments. For example: “Here is one idea...” or “One thought I have is...” or “Here is a possible approach...” or “Another consideration might be...”.

5. Providing Data

Providing data, both qualitative and quantitative, in a variety of forms supports group members in constructing shared understanding from their work. Data have no meaning beyond that which we make of them; shared meaning develops from collaboratively exploring, analyzing, and interpreting data.

6. Paying Attention to Self and Others

Meaningful dialogue and discussion are facilitated when each group member is conscious of self and of others, and is aware of what (s)he is saying and how it is said as well as how others are responding. This includes paying attention to learning styles when planning, facilitating, and participating in group meetings and conversations.

7. Presuming Positive Intentions

Assuming that others’ intentions are positive promotes and facilitates meaningful dialogue and discussion, and prevents unintentional put-downs. Using positive intentions in speech is one manifestation of this norm.

8. Respect:

due regard for the feelings, wishes, rights, or traditions of others

Ideas for demonstrating respect in the workplace include: **Treat people with courtesy, politeness, and kindness.** Encourage coworkers to express opinions and ideas. Listen to what others have to say before expressing your viewpoint. Never speak over or interrupt another person.