

**DRML STRATEGIC POAN DEVELOPMENT WORK GROUP  
MINUTES**

June 20, 2022

Attending: Holly Hall, Carolyn Greene, Barbara Yerrick Abbey Pasquence, Bill McMains

Work Plan Update: Carolyn distributed the work plan with dates updated. No other changes were made.

General Progress and Next Steps:

- Questions are completed. The BOT suggested changing the contact information question to indicate that it is optional but if we need to clarify some of the answers could the person please supply contact information. Barbara will finalize this question based on our discussion.
- Paper version was sent out by Barbara and she asked feedback be sent to her to finalize it.
- It was suggested we have an index card or short piece of paper with the QR code and quick access link for those unable to use QR code to be left with a group for individuals to pick up and take with them for using later to link to online questionnaire.
- If paper version is passed out the person passing it out can determine how to collect it in order to enter it into Wufoo.
- Wufoo system almost set up and QR code is now set up. Abbey will get that out to everyone.

Progress and Next Steps for Each Stakeholder Group:

- Current and past board members. Current board members agreed to beta test the finished questionnaire and use Wufoo system. When all is ready, Carolyn will send email with QR code. Carolyn will follow-up to remind members to send in their answers within two weeks of receiving the QR code. Holly has the list of past board members and will send request to them.
- Staff. Answers have been sent in. Work group to read them and Holly will send out link and information to log in to Wufoo. In-person meeting between the work group and staff was discussed and date tentatively agreed on. Holly to finalize the date and time.
- Frequent library users. Holly will consider this more since contact information is limited.
- Donors. Holly has a list and will follow up contacting them. Sven and Nancy have volunteered to help.
- Town leaders and committees. Barbara is finishing this up for Underhill. Bill will follow up with Jericho when Wufoo is ready. Sven and Nancy have volunteered to help.
- Pre-schools. They are not in session until the fall so reach out to them will be delayed until then. Abbey will follow-up.
- Jeri-Hill Senior Center. Holly will meet with the director for best approach. Sharon has volunteered to help.

- Master Gardeners. Barbara needs questionnaire and will do it next Wednesday.
- At last week's board meeting the following stakeholder groups were added/
  - Tai Chi – Connie
  - Mystery Book Club – Sharon
  - DR Book Lovers – Holly will recruit
  - Parents of kids' groups at the library – Abbey

Incentive Option: This will be discussed when we start to collect answers to questionnaires from the general public.