

## DRML STRATEGIC PLAN DEVELOPMENT WORK GROUP

### MINUTES

April 23, 2022

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

This is the first meeting of this work group which was set up by the Board of Trustees on April 21, 2022. The Charge Statement from the Board to the work group is available upon request.

Membership: There were initially four members, all attending, appointed by the Board. The work group will increase the number of members to six. Abbey Pasquene, the youth librarian, has accepted the fifth slot and will be presented to the Board for appointment to the work group at the next Board meeting. A community member will fill the sixth slot.

Staff Participation: The Board and work group consider the library staff input to be essential to the development of the strategic plan. The work group will work with the staff to determine the best way to obtain that input. The work group decided in the meantime to post the agendas and minutes on the library website and send an email to each staff member with agendas and minutes attached.

Deliverable: The Board charged the work group to develop a draft strategic plan for their review and approval by the September Board meeting. The strategic plan will have four parts, a mission statement, a vision statement, general goals and measurements of progress toward achieving the goals. Since the strategic plan will be continuously modified and new information comes in the plan the work group will submit a plan that has sufficient detail to get the implementation process started.

Charge to the Work Group: The charge statement asks that the strategic plan keeps the library "relevant". The work group will develop a statement of what it means to be relevant for the Board to adopt.

Goals of the Library: The strategic plan is to contain two broad library goals to be addressed in this first three-year plan. The Board asked that the first goal be that "the library continue to be a resource for people to feel engaged in the community". The second goal is open and the work group will develop methods to get input from a broad array of people to determine community wishes for this second goal. At a minimum the work group will collect input, develop questions to be addressed, summarize and analyze the results and present a recommendation for the second goal to the Board for approval.

Work Plan: The work group will follow a specific work plan for the development of the strategic plan.

Tasks for the next meeting: Carolyn will bring a format for the work plan.

Barbara will draft a set of questions for the staff.

Holly will meet with Abbey to bring her up to date and to find a time that she can meet with the work group.

Bill will write the minutes and email the staff.

All will work on identifying a community member for the work group to fill the sixth slot.

Next meeting: The next meeting will be Monday, May 2, at 1:00 pm, pending Abbey's availability. If Abbey is not available at that time we will change to a date and time convenient all member's schedules.

Agenda for the next meeting:

- Work plan format
- Draft questions for staff input
- Community member
- Definition of "relevant"
- Start to develop the work plan.
- Other