

DRML STRATEGIC PLAN DEVELOPMENT WORK GROUP MINUTES

May 16, 2022

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

Further development of the work plan: Carolyn updated the work plan outline based on last week's meeting. After discussion and clarification of what various steps call for, further suggestions for amendments were made. Carolyn will update the work plan further based on this discussion. The goal is for the work plan to become the guide to the committee's work by the next meeting. Bill will work with Carolyn to map out a timeline for steps in the workplan leading to meeting the goal of a draft strategic plan to the Board at its September meeting.

Questions for stakeholders: The charge statement to the work group identifies several specific groups to reach out to for input. These include:

- Current and past Board members
- The library administrator
- The library staff
- Community groups including
 - Frequent users
 - Donors
 - Volunteers
 - Town leaders

These groups will be included in the community outreach part of the development of the strategic plan. The Board will be queried for any other groups they want added to the list. The specific process of collecting information, e.g., interviews, surveys, meeting with them as a whole or a representative group, etc., will be customized to each group specifically. Questions will be developed and the Board asked to any final additions to the list of questions.

Review of the library visits: Bill and Holly briefly reviewed the visits of the Board to the libraries in Shelburne and South Burlington.

Update for the Board: This Thursday will be the first meeting of the work group with the Board since the work group officially began. The review with the Board will fall into four general categories,

- Current progress
 - See minutes
 - Questions
- Next steps
 - Develop the stakeholder questions
 - Identify other stakeholders for outreach
 - Discuss methods to reach each stakeholder

- Board decisions needed
 - Accept definition of “relevance” in the charge statement
 - Appoint Abbey Pasquence to the work group
- Board supports needed
 - Refer people who might be interested in filling the consumer seat on the work group
 - Volunteer suggestions to help collect information from the community
 - Some time from each Board member to assist with some of the tasks needed to collect and analyze the information from the community to assure the strategic plan is meeting community needs. Actions might include simple things such as talking with friends and family about community needs and/or questions the work group develops
 - Recruiting volunteers to help from groups the Board member is already working with.

Next Meeting: May 23, 2022, at 1:30 pm, at DRML

Agenda:

- Work plan
- Develop stakeholder questions
- Methods to reach the stakeholders
- Expand stakeholders to reach out to