

DRML STRATEGIC PLAN DEVELOPMENT WORK GROUP
MINUTES
May 9, 2022

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

Work plan: The work group reviewed an initial outline of a work plan laying out the steps to develop the strategic plan draft for review of the Board at their September 15 meeting. The work group agreed to continue to refine and follow the work plan.

The charge statement from the Board indicated four components to the strategic plan, 1) mission statement, 2) vision, 3) goals and 4) measurements of progress in implementing the goals. The mission and vision statements have been accepted by the Board and the current focus is to develop two goals. The first goal has been set by the Board, “The DRML will continue to be a resource for people to feel engaged in the community”. The second goal is to be determined by the strategic plan development process. Carolyn agreed to take the lead for the first goal and Barbara agreed to take the lead for the second goal. The work group will work with both leads throughout the strategic plan development process. The first goal will need clear definitions of what the goal means and the second goal will focus on goal development and definitions. The goals will be developed to the point that the implementation process will have clear directions. The first step for each goal will be collecting input from stakeholders. Questions and processes for collecting this information will be developed by the work group.

Library visits: The Board and the work group will be visiting two local libraries to see their facilities and discuss their current operations, strategic plan and process to develop the strategic plan. The visits will be in the afternoon of May 11.

Staff questions: Barbara had developed draft questions for staff input to the strategic planning process. The work group accepted the questions with the addition of making it clear that when speaking of future goals, we will assume the library will return to how it functioned pre-COVID and what would be the future goals will be based on that rather than how the library has had to function to keep everyone safe during COVID. Barbara will send the questions in a final form to the staff to answer. We will schedule a follow-up meeting with the staff to review their answers in detail and any further additions the staff members may want to add.

Relevance definition: The work group agreed to adopt the definition Barbara drafted. “In order for the DRML to remain relevant it needs to provide resources and services in a variety of media to meet the current needs of a changing community for education, information and personal development including recreation and leisure.

Next meeting date and agenda: The next meeting will be May 16 at 1:00 pm at the library.

The agenda will include:

- Further development of the work plan
- Questions for the stakeholders
- Review of library visits
- Further clarification of goals development and definition process
- Other