

**DRML STRATEGIC PLAN DEVELOPMENT WORK GROUP
MINUTES**

May 23, 2022

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

Work plan: Carolyn further updated the work plan. Bill presented an initial timeline which will be revised as needed. The proposed timeline was accepted and Carolyn will incorporate it into the work plan.

Stakeholder questions: Barbara informed us the staff questions have been distributed with clarifications and timeline due. She further worked on a set of questions for stakeholders with an extensive list of possible questions. After discussion she will bring the number of questions down to a number that can be made into a survey. She will start with the staff survey questions and build from that based on the input from the work group. The final draft will be presented at next week's meeting.

Methods to reach the stakeholders: We decided to work on this issue after an initial of stakeholders to be approached is finalized. We'll move this item to next week's agenda.

Expand stakeholder list: We brainstormed further potential important stakeholders in addition to those identified in the charge statement and suggested by the Board. From this larger list we identified critical stakeholders whose voice we felt had to be included. Our initial efforts will be to these groups. The members of the Board as well as the Friends of the Library have all volunteered to help with this outreach and information collection. At next week's meeting we will identify an outreach method that seems best for each stakeholder group to suggest to the individuals volunteering to make outreach. We also endorsed using the QR code to have broad based access to the survey by the community as a whole. Our initial must contact list includes:

- Current and past Board members – Carolyn will work with Holly on building this list.
- The library administrator is part of the work group.
- The library staff – already in process lead by Barbara.
- Frequent library users – Holly will put together a list and outreach to them since confidentiality is an issue and she can know who they are but no one else.
- Donors over \$200.00– Holly will develop a list.
- Volunteers
- Town leaders – Carolyn will develop a list for both towns.
- Town committees – Carolyn will develop a list.
- Pre-schools – We will ask Abbey if this is something she could take on.
- Jeri-Hill Senior Center – Holly
- Master Gardeners – Barbara
- General community outreach efforts – QR codes, groups Board members are in touch with, etc.

Next meeting: **NOTE DATE CHANGE**, Tuesday, May 31, 2:30 – 3:30 pm.

Agenda:

- Work plan
- Stakeholder questions
- Progress on stakeholder identification
- Additions to Must Contact list of stakeholders
- Outreach methods