

## DRML STRATEGIC PLAN DEVELOPMENT WORK GROUP MINUTES

July 18, 2022

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

### Key Stakeholder Contact Update:

- Current and past Board members: All but one current Board members have responded to the survey. Past Board members have been identified and will be contacted in the next few weeks. Bill will contact Joann Osborne and Bob Robbins.
- Staff: All staff have sent in their responses. Abbey and Maggie will fill out a survey as well.
- Frequent library users: There are a number of issues that create barriers to this group, such as confidentiality and getting contact information. Most of these will be picked up by other targeted groups. It was decided to have the flyers about the survey at the front desk and all patrons could get one at the time they come to the library. A very attractive flyer, asking for input and giving information about how to access the survey on line is now available.
- Donors: They will be contacted at a later date.
- Town leaders and committees: Barbara left information with the Underhill town administrator to be distributed. She will follow up with him. Bill has contacted the select board, town administrator, planning committee and will follow up if needed. Sven and Nancy volunteered to help in Jericho. Bill will send them contact information and a copy of the flyer to distribute to each of the committee chairs to distribute to their committees.
- Master Gardeners: Barbara met with them and gave information about accessing the survey. They were interested in adding information sessions about gardening and perhaps host a winter film series.
- Volunteers: Carolyn will be meeting with them soon.
- Jeri-Hill Senior Center: Holly is hoping to hear from them today for a time and date to meet with the residents.

Recommendation Trends from the Surveys: Both the Staff and Board responses to the survey were reviewed for the most people recommending an area of focus.

For Staff the following recommendations were cited by the most individuals

- More programs, both adult and youth
- Protect the fireplace room's availability as a beautiful space for quiet activities.
- In the digital role the most people recommended having more downloadable material and expanding availability of reliable access
- Two goals that stood out were to have more space that is flexible for keeping the use constantly updated to changing needs and to stay relevant.

For the Board and the Administrator the recommendations made by the most individuals

- Improve/increase space
- Grow programs
- Increase marketing/outreach efforts
- For the digital role of the library, increase digital content and develop a digital archive
- Also have trainings for the changing digital world for staff and community
- For goals, develop a system for ongoing community input
- And reallocate existing space and add new space to accommodate future services

Planning for General Public Input: General public input should have two procedures, one for immediate use for the first draft of the strategic plan and one to build sustainable ongoing input that is analyzed and reported out to the Board on a regular basis. A number of suggestions have been made and will be expanded on at the Board meeting July 21.

Planning Meeting with the Staff: The Work Group will meet with the staff July 28. Their input to the survey will be reviewed and expanded. We will then focus on a few recommendations that most or all of the staff support as recommendations for the Work Group and the Board.