

**Forest Park Public Library
Strategic Planning Committee Meeting Minutes
Thursday, October 8th 2020 @ 5 PM
Virtual Zoom**

Opening of Meeting

- A. Meeting was called to order at 5:01 pm by Brooke Sievers
- B. Roll Call:
P. Shaker- Present, B. Sievers – Present, R. Townsend – Absent, K. Bramwell – Present, A. Brown – Present, A. Hammond – Present
- C. Approval of Agenda:
Motion was made by Shaker, seconded by Bramwell. Motion carried.
Shaker - AYE Townsend- absent Hammond- AYE
Sievers- AYE Bramwell- AYE Brown- AYE
- D. Guest: None
- E. Approval of Minutes: A motion was made by Brown and seconded by Shaker to approve the 7.30.2020 and 9.9.2020 meeting minutes. The motion passed.
Shaker - AYE Townsend- absent Hammond- AYE
Sievers- AYE Bramwell- AYE Brown- AYE

Presentation/Discussion

- A. Discussion of the Executive Summary/Results of the Employee Engagement Survey:
Shaker shared that the survey results were presented by the survey administrator who managed the process. This presentation was given to Shaker and Hammond in a virtual meeting. Shaker shared that the survey administrator commended the library on the uniquely high employee satisfaction score and above average engagement score. The Committee received the Executive Summary report which highlighted the differences seen in responses from employees categorized as partially engaged from those categorized as fully engaged. Next steps will be to pull out themes in these differences that can be used to create a relevant strategic goal. The survey administrator mentioned themes that she noted were:
 - 1. Communication to part-time employees about how decision making happened in the library.
 - 2. Staff recognition in the form of positive feedback from direct supervisors on day-to-day performance.Shaker shared that the Management Team had already discussed releasing Management Meeting notes to the staff following weekly meetings to help address item #1. Sievers commended the library on the positive outcome of the survey. Bramwell noted that she thought that the Management Team’s idea to release meeting notes was a good way to address item #1.

B. Discussion of the next steps and meeting notes for the community survey and focus groups:

Shaker shared her notes from a conference call with the planning team, they outlined the process steps and timelines. Shaker noted that the team wanted clarification on whether or not the Committee would like to hold a focus group for community stakeholders. Shaker noted that she feels that she has strong working relationships with individuals that fall into this category and isn't confident that this would be a great use of time. Sievers asked if the NIU team would charge more for an additional focus group, if not then she noted that the time might be better spent on an additional patron group. Shaker responded that she felt that they would not charge more. Shaker shared that she would be interested in an interview with the Mayor rather than a focus group with all stakeholders. Brown mentioned that interviewing the Mayor would also be capturing input from a resident, male, father, and other sub-categories that are relevant to our survey data. Bramwell agreed on Brown's points. Shaker asked if everyone was open to a Mayoral interview in place of the focus group, all were in agreement.

Shaker shared that the next steps were for the NIU team to send sample questions for the Committee to edit. The Management Team met via Zoom with the survey administrator and shared what their survey goals were. The Committee will review the sample questions, add, remove, and edit as necessary and return them to the survey administrator. Sievers asked that Shaker indicate which questions came from the Management Team input before she sends the draft questions to the Committee. Brown asked if there was an executive summary or similar from the prior survey that could be used to compare to our upcoming survey results. This would speak to how well we've addressed issues that were brought up in the prior survey. Shaker indicated that we did not receive anything of this nature from our previous survey administrator.

New Business

1. None

Adjournment

Meeting adjourned at 5:34 pm. Motion made by Bramwell, seconded by Shaker. Motion carried.

Shaker - AYE
Sievers- AYE

Townsend- absent
Bramwell- AYE

Hammond- AYE
Brown- AYE

Respectfully submitted,

Pilar Shaker
Director