

**Forest Park Public Library
Strategic Planning Committee Meeting Minutes
Thursday, July 30th 2020 @ 6 PM
Virtual Zoom**

Opening of Meeting

- A. Meeting was called to order at 6:04 pm by Pilar Shaker
- B. Roll Call:
P. Shaker- Present, B. Sievers – Present, R. Townsend – Present, K. Bramwell – Present, A. Brown – Present, A. Hammond - Present
- C. Approval of Agenda:
Motion was made by Sievers, seconded by Bramwell . Motion carried.
- D. Guest: None
- E. Approval of Minutes: None

Prezentation/Discussion

- A. Discussion of the strategic planning process:
Shaker suggested a three stage process, info gathering, data analysis, plan structure. Shaker shared that the board previously asked for a staff engagement survey to serve as the internal survey. Was unsure of how best to facilitate external survey and focus groups.
Sievers expressed a desire to be fiscally responsible and does not want to spend excessive money on a consultant to facilitate the entire process. Agrees that having a third party do the external survey and focus groups is best.
Brown noted that having a consultant serve in an advisory role is important so that the plan isn't shortsighted because we don't have necessary perspective.
Brown also expressed that a third party is best for focus groups.
- B. Discussion of next steps:
Shaker summarized comments and asked if the general direction was to have HR Source begin the process of the staff engagement survey and hire a consulting firm to execute an external survey, focus groups, and advise on the final plan? Shaker also asked if she should bid out the consulting piece even though it will be below the bid threshold. The group was in agreement with next steps and all felt that getting quotes as opposed to bids was best.
Sievers asked if everyone was on the same page with the length of the plan we are working towards noting that plans can be 2, 3, or 5 years. Shaker felt that five years was too long and may become irrelevant. Bramwell shared that in her experience three year plans worked well. Hammond thought that anything less than three wouldn't give staff enough time to execute fully.
Brown asked if the most recently completed strategic plan had components that would feed into the new plan. Shaker shared that the primary goal of the recently completed plan was the renovation and other goals were items that, while

ongoing, feel complete and not in need of continued focus within the new plan. Shaker shared that staff brainstorming sessions resulted in suggestions for a more internally focused plan. Townsend added that a plan that would help build work culture, guide internal processes that support staff, and create a library that draws employees would be ideal.

New Business

1. A motion was made by Bramwell to appoint a committee chair and secretary, the motion was seconded by Townsend. Brooke Sievers volunteered to chair the committee and Pilar Shaker volunteered to serve as secretary. The motion carried, all in favor.

Adjournment

Meeting adjourned at 6:32 pm. Motion made by Sievers, seconded by Bramwell. Motion carried.

Respectfully submitted,

Pilar Shaker
Director