

The Round Lake Area Library is subject to the requirements of the American with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the library at 546-7060 (Voice) or 546-7064 (TDD/TT) promptly to allow the library to make reasonable accommodation. The library is located at 906 Hart Road in Round Lake, IL

ROUND LAKE AREA LIBRARY BOARD OF TRUSTEES
Board Meeting Minutes, Special Meeting
Strategic Planning Meeting
Meeting Room
May 11, 2022 – 7:00 p.m.

Anyone interested in remotely attending this meeting should contact the library at least 24 hours before the meeting.

All matters on the agenda may be discussed, amended, and acted upon, regardless of placement.

1. Call to Order

President Anne Richmond called the meeting to Order at 7:04 p.m.

2. Roll Call

Bryan Beyersdorf	A	Kathy Oetker	P
Sarah Duby	P	Anne Richmond	P
Melanie Francisco	P	Carolina Schottland	P
Jim DiDonato, Executive Director			P

3. Pledge of Allegiance

All present recited the Pledge of Allegiance

4. Approval of Agenda

Sarah Duby made a motion to approve the Agenda, Kathy Oetker seconded. All Trustees present, (Duby, Francisco, Oetker, Richmond, and Schottland), voted Aye. Motion carried.

5. Public Introductions and Comments

The public is invited to provide comments at the beginning of each meeting. Any person or group wishing to speak is requested to sign in prior to the meeting, indicating the issue that they are addressing. The time for comments will be limited to three minutes per person. Please note that the Board will listen to the comments but may not take official action during this meeting. However, a member of the Board may give direction to staff following a presentation.

Ronald Repa; Rudy Repa; Brittany Kearby

6. Approval of Minutes: No Minutes up for Approval

7. Discussion Items

Amanda Standerfer reviewed planning documents including the Strategic Planning Timeline, The Golden Circle Framework, Environmental Scan, and SOAR Analysis followed by a discussion of the rationale for engaging in the strategic planning process. Amanda noted that the next step in the process is to work with staff to schedule focus groups and post and monitor the Community Survey. After the Community Survey is closed, Amanda and her team will compile data and reports for viewing at upcoming retreats. Onsite staff and board retreats will be scheduled for July or August. Trustees should have a final report in September.

Amanda led trustees through a discussion of current happenings in the following areas that can impact the library: political, economic, social, technological, legal, and library sector. Trustees then discussed Strengths, Opportunities, Aspirations, and Results components of the SOAR analysis. Amanda will use comments from this session in developing a questionnaire and talking points for focus groups and will summarize comments in her final report.

Trustees requested Amanda or staff work on the following items:

- Comparison and analysis of our service statistics (i.e., number of cardholders, circulation stats, database use, etc.) to other libraries: Amanda will provide data in the Learning Report portion of the planning process.
- Midcycle update on survey results to help “tease” residents into completing the survey: Amanda noted this may not be possible with the limited timeframe between the start and end of the survey. This information will be available to trustees at a later date for consideration during upcoming meetings/retreats.

- List of locations the Community Survey will be advertised: Jim noted staff will post announcements in the standard locations which include social media, our website, and in an eblast. We will also post announcements in the library. Staff will include information on checkout receipts. Staff are also calling and emailing specific community leaders to ask for their help spreading the word about the survey. Sandra also sent out a press release. Advertisements will be available in both English and Spanish.
- Compilation of all raw data gathered during the Community Survey to make publicly available: Amanda noted she is considering Google Studio to publish survey results and reports and may be able to produce that data in a user-friendly format for the public; trustees will have access to this information.

8. Action Items

- A. Discussion and Possible Action on Strategic Plan
 No motion / no action

9. Executive Session No Executive Session

10. General Good and Welfare

11. Adjournment

President Anne Richmond adjourned the meeting at 8:29 p.m.

Respectfully Submitted,

Name: _____ Date: _____
 Robbyn Allbee, Recording Secretary

Name: _____ Date: _____
 Kathy Oetker,
 Secretary, Library Board of Trustees