

Dunlap Public Library District

Special Board Meeting

15 September 2022, 6:00 PM

1) Call to Order/Roll Call

a) President M. Nelson called the meeting to order of the Dunlap Public Library Board of Trustees at 6:00 PM in the meeting room.

b) The following members answered the Roll Call:

*Roll Call Voice:*

Mary Nelson, Jim Emanuels, Ron Holohan, Bonnie Windsor, Brian Puetz, Angie Dhall, and Tracy Keyster via Zoom

c) Present Also: Laura Keyes-Kaplafka, Dunlap Public Library District Director

d) Guest(s): Amanda Standerfer, Fast Forward Libraries LLC

2) Public Comment- None

3) Unfinished Business

a) Strategic Planning Discussion

i) Monday, November 14, 2022 at 5:30 Retreat Session with Amanda Standerfer will be held for Trustees

ii) Amanda Standerfer, Fast Forward Libraries LLC, ran through the Strategic Planning Timeline.

(1) Discussed why we are engaging in the strategic planning process as Trustees and library staff and what to expect through the various phases

(2) How does the library staff and Board fit in the process and how they assist with the goals

(a) Why: Vision and Mission

(b) How: Strategic Directions and Goals

(c) What: Activities and Evaluation

(3) Planning Team will be guiding the staff and Board through the process

(4) Focus Groups and Interviews (in person and virtual)

(5) A. Standerfer had the Trustees do an exercise as group to come up with what is important to each of us and to help gain insight concerning the Library District

- (a) To begin, the Board participated in an Environmental Scan that looked at issues to be considered in our world, country, state, and community as we plan
- (b) Secondly, the Board participated in a SOAR (Strengths, Opportunities, Aspirations, and Results) Analysis to see what we would like to achieve
- (6) The Community Survey will be open through Monday, September 19, 2022
- (7) The next steps include analysis by A. Standerfer and her team of demographics, library traffic, library data, etc. They will put this information into a report for review and as a planning tool

\*A. Standerfer and T. Keyster left Zoom at 7:19 PM. \*

4) New Business

a) Update on FY2023 Budget

- i) Board discussed using corporate reserve funds for unexpected expenses.

5) Adjournment

- a) A. Dhall made a motion for adjournment. B. Windsor seconded motion. Motion passed unanimously. Meeting adjourned at 7:44.

Respectfully submitted by Angie Dhall, Trustee Secretary