

BARTLETT PUBLIC LIBRARY DISTRICT  
SPECIAL BOARD MEETING MINUTES  
SATURDAY JANUARY 29, 2022  
10:00 a.m.

Location: Meeting Room, Bartlett Public Library District  
800 S. Bartlett Road, Bartlett, IL

CALL TO ORDER: The regular meeting of the Bartlett Public Library District Trustees was called to order at 7:00 p.m. by President Hopkins.

ROLL CALL: President Heidi Hopkins; Vice President Peggy Deyne; Treasurer Joe Olsen; Dave Barry, Monica Boyer, and John Sias, Trustees. (Absent: Peggy Bucaro.)

STAFF PRESENT: Director Karolyn Nance.

TOWN HALL: None.

AGENDA:

1. Strategic Planning Board Retreat: Amanda Standerfur walked the board through a brainstorming session including these bulleted items:

\* Getting Started - Ms. Standerfur recommended the book "Golden Circle Framework" by Simon Sinek, indicating it works well for creating a public library's mission and vision statements, strategic direction, and a strategic plan. She stated during this meeting the Board will spend time on the strategic directions and goals, and then on the vision and mission statements.

\* Review of Learning Report - The community survey itself is not a statistically significant survey. 322 people responded; and the top three purposes for which people visit the library are to borrow books, to talk to a librarian and for assistance with something, or attend a program. The top five items that were important to families were: books and materials, supporting students, providing access to technology, virtual resources, and life-long learning opportunities for adults.

\* Strategic Directions Discussion - Large core areas for planned discussion included: awareness of the library and its offerings, easy access, balancing digital versus physical in the collection, and how to reach different demographics. The survey respondents indicated they would like to see the library focus on updating

the building; improve the work spaces; enhance spaces with natural light; and expand the overall facility, including expansion of e-books and digital material, adding more study rooms/reading space, and adding a coffee shop. The categories developed for the Strategic Direction Discussion were: Awareness, Programs, Physical Building, Learn and Respond to Community/Organizational Development, and Access/Digital Materials.

\* Goals and Intended Impact Discussion - Discussion was had expanding on the Strategic Direction categories through answering the following questions: Why is this important? Why should we focus on this? What are we hoping to achieve? What is it that we want to do in this area that will help to form our goal statements?

Also discussed was what are the programming needs across different age groups; communication out to the community through the newsletter and online; soliciting input from the community through providing postage-paid post cards, social media, and in person; and bringing back the library's circulation department computer app. A topic of discussion was providing patrons multiple access points in the community such as pop-up locations, co-locations at other government buildings, and/or having a bookmobile; as well as making the library accessible to persons with disabilities, and that library staff is reflective of the community.

\* Review of Vision and Mission - The Board was provided a couple examples of mission statements and had a discussion about the purpose of a mission statement versus a visions statement, the latter which is aspirational. The key focus of the library is that it provides knowledge and learning to the community. Ms. Standerfur will prepare a few options each of a mission statement and a vision statement for the Board to consider.

\* Discussion of Setting Priorities - Ms. Standerfur will prepare a draft plan to present to the Board. The District does not have the money, staff, time, facility to do everything that was discussed, so the Board and planning team will tease out the priorities for the District's Strategic Plan.

\* Discussion and Review of Next Steps - When the Board has given Ms. Standerfur a yes to move ahead with the draft plan document, hopefully in March, staff will develop an activity plan,

determine how they will measure success, and how they will report that success to the Board going forward. At that time Ms. Standerfur will make the requested revisions to the Strategic Plan and provide it to the Board for final approval, tentatively in April. The implementation phase will extend into the budget season.

TOWN HALL: None.

ADJOURNMENT: Trustee Barry moved to adjourn at 1:33 p.m.; seconded by Trustee Deyne. Motion carried by unanimous voice vote.