



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Strategic Planning Committee

West Chicago Public Library Board

March 2, 2022

2:00 P.M.

Program Room

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

a. January 25, 2022

**ACTION**

D. RECOGNITION OF PUBLIC

E. PUBLIC COMMENT

F. AGENDA-ADDITIONS/DELETIONS

G. NEW BUSINESS

None

H. COMMITTEE CHAIR REPORT:

Pat Weninger

I. OLD BUSINESS

a. Report on survey responses

Omar Nunez

b. Report on focus groups / dates

Diane Kelsey / Jenny Winters

c. Staff input

Omar Nunez

d. Review of tasks / timeline for completion

Pat Weninger

J. ADJOURNMENT

**STRATEGIC PLANNING COMMITTEE  
WEST CHICAGO PUBLIC LIBRARY BOARD**

**JANUARY 25, 2022**

**12:00 P.M.**

**PROGRAM ROOM**

**MEETING MINUTES**

**A. CALL TO ORDER**

*The meeting was called to order at 12:05 by Pat Weninger, Chair*

**B. ROLL CALL**

*Members present: Diane Kelsey, Omar Nunez, Ben Weseloh, Jenny Winter, and Pat Weninger.*

**C. APPROVAL OF MINUTES**

*A motion was made to approve the minutes, as amended, by Diane Kelsey and seconded by Ben Weseloh. Motion passed unanimously.*

*(Amended to correct spelling of Nunes to Nunez)*

**D. RECOGNITION OF PUBLIC**

*No public*

**E. PUBLIC COMMENTS**

*None*

**F. AGENDA- ADDITIONS / DELETIONS**

*None*

**G. COMMITTEE CHAIR REPORT:**

*The chair reported that an update on the progress of the committee was given to the board. The chair requested that our meetings be held on the Tuesday of each month after the Monday library board meetings. The committee agreed to schedule Strategic Planning committee meetings accordingly.*

**H. NEW BUSINESS**

*None*

## **I. OLD BUSINESS**

### **a. Report on community representative interviews**

*Diane sent out emails to community leaders asking for their input on how the library could improve services to their specific constituencies. There will be a follow-up email and outreach to these groups as well. Ben will provide community contact information and offer suggestions on groups that should be involved in the process.*

### **b. Report on new survey questions and format**

*Omar presented the committee with new survey questions. The committee reviewed each question and offered suggestions. Omar will revise and adjust the survey questions and inform the committee as to the changes. The survey should be ready to be sent out within a few weeks. The results will be incorporated into the other data already collected and will become part of the data presented to the focus groups.*

### **c. Forming focus groups**

*Diane and Jenny will coordinate the focus groups. The focus groups may be in person or virtual. Diane and Jenny will determine which format will get the best turn out. The groups will occur in April after the committee has had an opportunity to view the results of the additional survey information. There may need to be more than one focus session with each group. Omar suggested that we seek the input of the library staff. The committee agreed that library staff's perspective and feedback are extremely important. Omar will conduct staff discussions / focus groups.*

### **d. Committee assignments for leading focus groups**

*Jenny and Diane will work together on forming focus groups with community leaders.*

### **e. Timeline for completion of Strategic Plan**

*Surveys will be sent out during the month of February with data collection completed by mid-March.*

*Dates for the focus groups will be determined for the month of April.*

*Staff input will be completed by the end of April.*

*There will be two strategic planning meetings in May to discuss the writing and formatting of the completed project.*

*Ben recommended that we complete the plan prior to the approval of the budget. The committee agrees and will work to complete the plan prior to the June 27<sup>th</sup> board meeting.*

**J. ADJOURNED at 1:40 p.m.**