

## Director's Report November 2022

*I do appreciate you and everyone at the Library. It is always a pleasure to come into the library and be greeted with a hello and a smile. Library Patron via the website.*

Building Updates – The pad for the pavilion is complete. Bricks are starting to go in today November 22, 2022. The ground will not be all leveled out and complete until spring. We've opened up the brick selling website again because several people had asked about it and we've sold about a dozen bricks so far this time around.

The Strategic Planning work group has been meeting with the consultants. The process is moving along and a final plan will be presented to the Board at the December meeting. We have a lot of work to do to complete these goals. There will need to be changes to job descriptions and work flow. The consultants are also putting together a work plan for us and we'll be filling it in with tasks and who's responsible and time line.

The staff met as a group to discuss the goals and objectives in the Strategic Plan and brainstormed what activities we needed in order to meet the goals. This was in addition to our monthly staff meeting.

The consultants have been trying to connect with Linda and Marcia about the Strategic Plan but they aren't getting back to them. The two people from the group who were invited to participate in the focus groups did not show up so that is why they are going out of their way to talk to Linda and Marcia.

The work group has a meeting set up for the first Monday in December to go over what should be the final strategic plan and we will be able to make any changes we think are needed by the 9<sup>th</sup> so the consultants will get it back in time to prepare the presentation to the Board.

There is a new part to the RSA about hiring volunteers. Every volunteer will need to have a background check on them before starting any work here. I attended a call with the Assistant State Librarian about this and what it will mean for us. We really don't have any long-term volunteers at this point. So, it will have minimal impact on us.

We are getting to the end of the year on the budget and Rosemary is spending time trying to make sure we can still pay for everything and meet the payroll at the end of the year.

Rosemary Krol  
Library Director

Strategic Planning schedule will stay on page 2 and will be updated as needed until all tasks are complete.

Library Working Group member are - Al, Rosemary, Kate, Julie, Jenn and Emily

Strategic Planning: I have the 10 key informants which are Bob Weimer, Howie Steadman, Beth Cameron, Steve Morse, Mike Carrier, Karen Farmer, Maria Johnston, Nicole Tomaselli, Leslie Reimitis, and SherryAnn Williams. Erica is scheduling all the phone interviews and has started conducting them.

July: Identify and reach out to key informant interview subjects (red indicates completed)

August – early September: Key Informant Interviews, Meeting with Library Director to review logistics for on-site activities, focus group members and questions

September 20 – 21: MB&A on-site to conduct focus groups, staff meeting, board meeting

Late September: Write report on findings, discuss with key library leaders

October – mid-November: Weekly 60-minute Zoom meetings with Work Group; staff meeting facilitated by Library Director

Late November: Draft Strategic Plan

December: Incorporate Work Group feedback, draft presentation for Board of Trustees, present (virtually) to Board of Trustees at December meeting.

And the schedule for the two days the consultants will be onsite.

Tuesday, September 20

Morning – arrive, tour town and library, meet with Rosemary and other staff

1:30 to 3:30pm – meet with Board

4 to 6pm – 7<sup>th</sup> grade focus group

7 to 9pm – focus group?

Wednesday, September 21

morning – staff meeting

afternoon – two additional focus groups

staff interviews

Weekly Zoom meetings with the consultant and the Library Work Group have been scheduled for Mondays at 11:15.

October 3, 17, 31 and November 7, 14, 21