

FRANKFORT PUBLIC LIBRARY DISTRICT
STRATEGIC PLANNING COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
April 9, 2025
3PM

I. Call to Order

The meeting was called to order at 3:00PM.

II. Roll Call

Present: Trustee Look, Trustee Stenoish, Amanda Kowalcze, Melissa Rice, Jennifer Erbach. Rebecca Cerf joined the meeting at 3:10pm. Trustee Stenoish joined the Meeting at 3:23pm.

Absent: Trustee Knutson, Nicole Suarez

Also Present: None

Citizens Advisory Committee: None

III. Introduction of Visitors

Jeffrey Otway, Incoming Trustee

IV. Minutes for Approval

Melissa Rice motioned, and Rebecca Cerf seconded to approve the Minutes from the Strategic Planning Committee Meeting on January 20, 2025. Motion Passed.

V. Old Business

None

VI. New Business

A. Committee Membership

1. Staff Member Jessica Nawrocki has stepped down from the Committee to focus on other work. Director Kowalcze is putting out a call for any additional staff members who would like to join the Committee.

B. Strategic Plan Halfway Point

1. The Committee discussed that we are now halfway through the time established for the Strategic Plan. This is a good opportunity to assess, in a big picture view, overall progress on the Strategic Plan, and if there are areas that have not received as much attention.
2. The Committee discussed that based on the amount of time it took to put together the current Strategic Plan, including surveys, focus groups, and compiling data, the Library should start work on the next Strategic Plan in early 2026.

3. Trustee Look shared that in her experience, when schools are evaluating their assessments, they add an Action Plan for completion, which outlines targeted items for be assessed. The Committee agreed that the Mid-Plan Review should include an action plan to guide the second half of the Strategic Plan.

4. The Committee reviewed the focus area of Space. The Library has made significant progress in evaluating and updating existing space, as well as staying sustainable. Although one of the area Objectives has been conclusively completed, the other Objective, concerning a sustainability audit, will be added to the Action Plan.

5. The Committee reviewed the focus area of Communication. The Library has made significant progress in this focus area, with progress on both goals in almost every quarterly assessment. Despite this, the two established objectives have not been met, and will be added to the Action Plan. The Committee also suggested added communication to the Chamber of Commerce to the Action Plan.

6. The Committee reviewed the focus area of Experience. The Committee discussed that with these evergreen goals, some good action plan items would be to establish a Staff Culture Statement and also to develop new staff training documents and quick reference for information that is important, but comes up infrequently.

7. Finally, the Committee reviewed the focus area of Access. In this area, in particular, it is difficult to add items to an Action Plan, without knowing what barriers to access will be discovered moving forward. Three items the Committee identified were the Web Accessibility Standards, advertising The Lab to a wider audience, and expanding and advertising the Library of Things.

8. The Action Plan will be added to the Mid-Plan review, and the review will be brought to the April Board Meeting.

C. Strategic Plan Quarterly Review

1. The Committee reviewed Strategic Plan progress for January 2025-March 2025. The Committee discussed significant progress in programming and community partnerships. The Committee also discussed building projects that fall in the Space focus area, and changes to the collections for better browsability and access. Additional highlights for this quarter include working with Senior Planet to bring programming for senior patrons, sharing candidate profiles with the community for the election, and new Lab programming.

2. The Committee decided that instead of including Up Next Items in the quarterly report, which would be redundant to the Action Plan, that the Quarterly Report will instead refer to the Mid-Plan Review Action Plan.

D. Strategic Plan: Next Steps

1. The Mid-Plan Review and the Strategic Plan Quarterly Assessment will be brought to the Library Board at the next Board Meeting.

E. Next Meeting

1. The Committee tentatively decided to hold the next Strategic Planning Committee Meeting the week of July 21.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 4:04PM.

Recorded By:
Amanda Kowalcze
Library Director