



POPLAR CREEK PUBLIC LIBRARY DISTRICT

Main
1405 S. Park Avenue
Streamwood, IL 60107

Sonya Crawshaw Branch
4300 Audrey Lane
Hanover Park, IL 60133

Strategic Goals and Training Workshop of the Board of Trustees of Poplar Creek Public Library District

The Training Workshop of the Board of Trustees of Poplar Creek Public Library District was called to order on January 13, 2018, Saturday at 9:35am in the Mercedes McGowan Board Room in the Main Library by President Mary Prosser.

Roll Call: **Present** – Trustee Bonnie Hulke, Trustee Asad Khan, Trustee Anne Kennedy, Trustee Candace McCreary, Trustee Eva Porter, Trustee Mary Prosser **Absent:** Trustee Sherri Harry

Team Building Exercise was an exercise called Zoom, looking at and describing the same picture from different perspectives.

President Prosser presented a review of the current Strategic Goals with discussion on each. The board members each added under each goal what they thought should be worked on by staff this year. These ideas were discussed and then ranked.

Ranking of Goals for Staff's Priorities for FY 2018-2019 are as follows:

Human Resources and Leadership

1. Business (Finance) area streamlined
2. Part-time Grant Writer to develop additional financial resources.

Physical Plant (branch and main library buildings)

1. Bridge fixed, replaced (heating coil re-added?) whichever is recommended
2. A. Clean windows inside and out twice a year
B. Clean outside of building – rust spots
3. Continue moving to LED lighting

4. Electric Fire Place in front sitting area in Non-Fiction department, check Menards for a sale price.
5. Add 2-3 study rooms in area behind stairwell on Lower Level, no changing Amoeba currently.

Determine if we have up-to-date technology

1. Begin to phrase in Windows 10 for computers (software)
2. Firewall improvements, network security add Sharepoint
3. Ongoing updating and expanding Media Studio
4. Verify intranet (shared drive for staff communication)
5. A. Roaming reference librarians with portable notebooks working with databases. (Get staff up and out of their seats)
B. Library's Shared Drive needs to be cleaned up and organized

Board and Management

1. Board of Trustees will take a more assertive role in advocacy and engagement representing the library. Each Trustee will attend 2 internal Library events and 2 external Library events annually (i.e. Chamber of Commerce functions, Village events representing the library).
- 1.5 Back-up representative for student trustee
2. Board will do an updated Community Survey for Fall 2018 utilizing SurveyMonkey and paper surveys in-house again
3. Investigating renting library out after hours for additional revenue income to groups on Fridays, Saturdays and Sunday evenings initially.
4. Friends of the Library group needs to be established.
5. Check out meeting rooms to Host (non-library) Book Clubs

Public Relations/advertising

1. Develop SAT/ACT Prep classes (free) for high school students; reach out to businesses/banks to sponsor program. Work with Trustee Khan on this. This may fall under Acquisition of resources as well.
2. Have greeter at main door to direct patrons where to go, do not depend on circulation desk staff.

Acquisition of Resources

1. Automatic program to provide best sellers when they come out – books, DVDs, etc.

2. Develop and expand audio and DVD collections
3. Awareness of Book Clubs and materials needed (more copies)
4. Expand information on borrowing eBooks and databases

The Director can add additional goals that she feels have been overlooked but can not dismiss any of the goals set by the board. She may adjust goals to correct categories if Board has placed them in an incorrect goal category.

*A request made by the Board is for Floor Lay-out maps (like on wall by elevator on lower level but smaller each floor an individual page).

Legislative Updates Pertaining to Libraries - only legislation in Illinois going on for libraries concerns municipal libraries.

Motion for Adjournment was made by Trustee Hulke and seconded by Trustee Kennedy. Voice vote was unanimous, motion carried. Meeting was adjourned at 12:06pm.

Minutes respectfully submitted by Trustee Candace McCreary.