

**SPECIAL LIBRARY BOARD MEETING**  
**Wednesday November 1<sup>st</sup>, 2021**  
**3:30 pm 2<sup>nd</sup> Floor Library/Zoom**  
**Minutes**

**Members Present:** Keith Ryskoski; Chair, Lisa Potswald, Katie Sanders, Marilyn Hartig, Micaela Montagne, Peggy Ross and Cynthia Mueller

**Members Absent:**

**Staff Present:** Lauren Schuppe; Library Director

The Madeline Island Library Board special meeting was called to order by Keith Ryskoski. A quorum of the committee is present as reflected in the members listed above.

**I. Public Comment\*** None

**II. Minutes**

**A. Approve Minutes from September 21, 2021 Meeting**

**B. Approve Minutes from September 27, 2021 Meeting**

**C. Approve Minutes from October 18, 2021 Meeting**

Motion by Cynthia to approve the minutes from September 21, 2021, September 27, 2021 and October 18, 2021, as presented, seconded by Katie, all ayes. Motion Carried.

**III. Strategic Planning**

**A. Session 4 Strategic Planning**

See Lisa's notes on pages 2-5.

**IV. Adjourn**

Motion by Micaela to adjourn, second by Marilyn, all ayes. Motion Carried

Respectfully submitted by Dorgene Goetsch, Clerical Assistant.

Minutes approved November 16, 2021 as presented. Dorgene Goetsch, Clerical Assistan

**90 DAY IMPLEMENTATION STEPS – January 1 – March 31, 2022**

90 day intent – what and why: Assess what exists.

<b>Implementation Steps/Leader</b>	<b>Start/End</b>	<b>Outputs</b>	<b>Priority</b>
<b>1. Perform staff evaluations:</b> <ul style="list-style-type: none"> <li>• Determine individual strengths</li> <li>• Determine training needs</li> <li>• Assign job duties/functions</li> </ul>	Jan-Mar	Lauren will provide report at each LibraryBoard meeting.	
<b>2. Assess current technology:</b> <ul style="list-style-type: none"> <li>• Obtain technical expertise from Northern Waters</li> <li>• Identify library technology best practices</li> </ul>	Jan-Mar	Lauren will provide report at each LibraryBoard meeting with written assessment/recommendations to be delivered to the Board	
<b>3. Expand Library hours:</b> <ul style="list-style-type: none"> <li>• 11-7 Mondays and Wednesdays</li> </ul>	Jan	Counts of users (Lisa’s question)??	
<b>4. Develop expanded communication plan:</b> <ul style="list-style-type: none"> <li>• Rec program checkout information</li> </ul>	Jan- Mar	A list of rec program equipment will be developed and communicated to the community for use	
<b>5. Establish Friends of the Library:</b> <ul style="list-style-type: none"> <li>• Develop/refine the message to the community/interested people</li> </ul>	Jan-Mar	Lauren will work with the Board to develop/refine the message to solicit Friends of the Library	

**90 DAY IMPLEMENTATION STEPS: March – May 2022**

90 day intent – Assess information gathered in Qtr 1 2022 and determine actions

Implementation Steps/Leader	Start/End	Outputs	Priority
1. Communication: <ul style="list-style-type: none"> <li>• Research calendar software programs</li> </ul>	Qtr 2	Find program where multiple organizations can input information rather than one person being singularly responsible. Lauren will report to Board to determine next steps	
2. Assess current technology: <ul style="list-style-type: none"> <li>• Recommendations from Lauren based on Library technology best practices</li> <li>• Establish the technology vision for the MIPL</li> </ul>	Qtr 2	Lauren will provide written report to the MIPL Board. Board will develop technology vision at meeting during Qtr2	
3. Friends of the Library: <ul style="list-style-type: none"> <li>• Best practices/recommendation from Lauren as to if/how to proceed toward implementation</li> </ul>	Qtr 2	If recommended, roll out invite to Friends of the Library organization	
4. Space analysis: <ul style="list-style-type: none"> <li>• Determine “maker” space</li> <li>• Determine/implement teen space</li> </ul>	Qtr 2	Lauren and staff will assess the existing space usage and decide on new space plans	

**90 DAY IMPLEMENTATION STEPS: Jul – Sep 2022**

90 day intent – Implementation of specific steps

Implementation Steps/Leader	Start/End	Resources Needed	Priority
1. Friends of the Library: <ul style="list-style-type: none"> <li>• Establish an organization</li> </ul>	Qtr 3	Lauren and the Board will determine, structure, policies, procedures, communication between Board and Friends.	
2.			
3.			
4.			

**90 DAY IMPLEMENTATION STEPS: Oct - Dec 2022**

90 day intent – Supporting the Library

Implementation Steps/Leader	Start/End	Outputs	Priority
1. Friends of the Library <ul style="list-style-type: none"> <li>• Determine Friends’ action items for 2023</li> </ul>	Qtr 4	Lauren and Board will onboard Friends members and work with the group to determine 2023 actions	
2. Fundraising <ul style="list-style-type: none"> <li>• Establish strategies for raising funds</li> </ul>	Qtr 4	Lauren will report her fundraising plan to the Board to determine goals and resources needed to meet goals	
3.			
4.			