NORTHLAND PUBLIC LIBRARY AUTHORITY

Policy & Planning Committee MEETING – Held in person and virtually, using Microsoft Teams

Tuesday, April 8, 2025, 7:00pm

MINUTES

DRAFT

I. Call to Order: The meeting was called to order at 7:02 PM. In attendance: Dana Getz, Adrianne Krings (remotely), Karrie Lukin, Kelley Moten, Jack Murtagh (remotely), Sarah Poweska, Michael Smith, and Amy Steele

II. Comments from the Public: None

III. Strategic Planning:

Committee chair, Michael Smith, noted the productive workshop undertaken by the Authority Board to start the strategic planning process and voiced the Board's appreciation for Kelley Moten's guidance through the workshop. The following tasks remained after the workshop, which the Committee discussed during the meeting:

a. Format

Committee members unanimously agreed that the three-year Strategic Plan should be able to be distilled into a one-page document for public use along with additional details on goals and methodology provided as needed on additional pages. The aggressive timeline was noted, as the Committee aims for the completion of the Plan and subsequent Board vote by December 2025. Also noted was the importance of retaining some mention of the Library's challenges, whatever they may be, in the document.

The one-page document will include the Library's mission, vision, values, and goals for the next three years.

b. Analytic Framework

The Committee agreed that a SWOT analysis (i.e., "Strengths, Weaknesses, Opportunities, and Threats") will best serve the Library in assessing the Library's needs. This framework is familiar to staff members and would allow the work to begin without learning a new system.

The work will be informed by internal and external surveys, conversations, and meetings, as well as existing data on the Library's collections.

c. Division of Labor

The Committee agreed to divide the work of the Strategic Plan into two groups: internal and external. As conceived by the Committee, the internal stakeholders include staff members, the Authority Board, and the NPL Foundation Board. External stakeholders include patrons, non-users, the municipalities, and partnering organizations.

Kelley and Amy volunteered to first look at existing survey questions and recent surveys already conducted. Michael Smith agreed to draft questions for external stakeholders. Sarah agreed to work in the external group; Dana and Karrie Lukin agreed to review internal surveys.

IV. Minutes December 12, 2024 Policy & Planning Committee Meeting – Amy motioned to approve the minutes. Adrianne seconded the motion. The motion passed unanimously.

VII. Adjournment: The meeting was adjourned at 8:28 PM. Amy motioned to approve, and Kelley seconded. All approved.

DRAFT