

**Rock Island Public Library Board
Community & Planning Committee Meeting Minutes
Thursday, February 22, 2024 at 4:30pm
Rock Island Public Library – Watts-Midtown Branch**

Type of Meeting: Board Community & Planning Committee

Call to order: Committee Chair, Karen Phillips, called the meeting to order at 4:33pm.

Attendance: Karen Phillips, Elizabeth Russell, Grandberry Pugh (arrival at 4:52pm); Angela Campbell, Library Director; Lisa Lockheart, Publicity/Outreach Liaison; Kayla Steffen, Business & Facilities Director

Absent: Eudell Watts III, Jo Noon; Michele Sharp, Milan-Blackhawk Area Public Library District Liaison

Public Comment: None

Old Business: None

New Business:

Intro to Strategic Planning Committee & Initial Surveys

Director Campbell introduced the list of staff on the new Strategic Planning Committee: Fred Heffernan, Htoo Htoo, Noel Huntley, Jim Shearouse, Emily Tobin, Lisa Lockheart, Kayla Steffen, and herself. She shared that the group has met twice, and will meet again on March 14th. The book she has been using to guide the committee is called “Creating a Staff-Led Strategic Plan”.

The committee reviewed the initial Staff Strategic Plan Survey results, and concluded the response was positive. The committee reviewed the Board’s survey results. Committee Chair Phillips expressed that she was disappointed in the responses - only one person took the survey. Director Campbell invited all board members to attend the in-person surveys, called “Community Conversations” to receive more feedback.

SOAR Results

The committee reviewed the Staff Strengths, Opportunities, Aspirations, and Goals (SOAR) Analysis results. The patterns they noticed in the results are listed below.

Strengths: Helpful/friendly staff, strong collection, more partnerships

Opportunities: Downtown renovations, create a TikTok account, more social services

Aspirations: Embed the library into schools, become more recognized in our community

Results: Increased funding, statistics

Director Campbell expressed that some results are immeasurable, and her presentation at City Council showcased a few examples of this, such as parents learning from each other at the toddler playtime

group. Trustee Grandberry Pugh expressed that if we want more people to use the library and think of us, we need to answer the question: “why should they visit us?”. She also expressed that the library offers great programs, but should evaluate the scheduling of events to better align with target audiences.

Public Survey

Liaison Lockheart introduced the committee to the digital public survey that will be released on the front page of the library’s website. The goal is for library partners to share this so we can obtain non-user data. The survey will gauge the community’s needs and awareness of what the library has to offer. The survey will also identify the community’s barriers to accessing the library.

Community Conversations

Director Campbell and Liaison Lockheart introduced the committee to “Community Conversations”, which are the in-person surveys conducted in conjunction with Parks & Recreation. They expressed that there are two main goals in collaborating for these surveys. The Parks & Recreation department will introduce a new set of data, such as non-user opinions. Secondly, this will show the city that the departments are not in competition - we work together.

There are three scheduled sessions to reach different demographics: Tuesday, March 26 at 5:30pm (Watts-Midtown); Wednesday, March 27 at 2pm (Southwest); and Saturday, March 30 at 10:30am (Downtown). Liaison Lockheart expressed that the toughest demographic to reach is youth. Trustee Grandberry Pugh offered her classroom at Rock Island High School for the library to host a Community Conversation. After a brief deliberation of schedules, the committee decided that the library will visit the high school the morning of March 27th to introduce the survey.

TREE Acronym

Director Campbell asked the committee’s opinion on the “TREE” acronym (Transformative, Relevant, Equitable, Engaged). She shared that Lisa suggested adding an ‘S’ for “sustainability”, making the acronym “TREES”. There was little discussion on the topic, but the committee agreed to “TREES”.

Other Business: None

Closed Session: Not needed

Information Sharing: Director Campbell expressed that the results of the community survey will determine the next steps for the committee.

Announcements: Next meeting at 4:30pm on April 18th at Watts-Midtown.

Adjournment: Committee Chair Phillips adjourned the meeting at 5:34pm.

Respectfully submitted by,
Kayla Steffen, Business & Facilities Director