

Henika District Library  
Planning Committee Meeting  
February 16th, 2022 at 10 am

**I. Call to Order** - Meeting called to order at 10:00am by Cierra Bakovka.

Members Present: Sara Davidson-LeFevre, Danielle Simmons, Tami Fryling

Members Absent:

Staff Present: Cierra Bakovka

Guests: Carol Dawe, Meghan Augustin

**II. Approval of Agenda**

**III. Intro to Strategic Planning with Carol Dawe**

Carol discussed the role and objectives of the planning committee as a collective voice to the rest of the library board. She also assisted the committee with discussion of what the strategic planning process looks like, and how to set 2-3 measurable goals over the course of a two year time period.

**IV. New Business**

A. Written Description of Committee

**“To develop and maintain a strategic plan that establishes, embodies and enhances the diverse materials, services, and experiences of Henika District Library.”**

B. Parts of a Strategic Plan

- **Mission statement**
- **Vision statement**
- **Goals & objectives**
  - **Goal 1...etc.**
    - **Objective**
      - **Action steps**

C. Establish Strategic Plan Goals

**The committee reviewed and discussed the current mission and vision of the library and plans to present them as they are to the entire board for approval at the next meeting on March 8th, 2022. Cierra presented the committee with quantitative library data to use in our planning.**

**Mission: To encourage community and personal growth through diverse materials, services, and experiences.**

**Vision: A place to grow.**

D. Annual Calendar of Decisions and Meetings

**The planning committee will present plans for the strategic planning process and the community needs assessment survey for approval to the board at the next**

**meeting on 3/8/22. As needed, a followup planning committee meeting may be held on 3/16/22 to revisit the survey plans.**

**V. Around the Table**

None

**VI. Adjournment**

Meeting adjourned at 11:31am.