

MINUTES  
STRATEGIC PLANNING COMMITTEE  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
August 29, 2024

**CALL TO ORDER**

The meeting of the Strategic Planning Committee of the Board of Trustees of Peoria Public Library was called to order at 5:30 p.m. by Committee Chair Melissa Sanchez in the Community Room, Main Library, 107 NE Monroe Street, Peoria, Illinois.

**ROLL CALL**

Committee Members Present: Steve Marx, Roberta Parks, Jacob Roberts, Melissa Sanchez

Committee Members Absent: Courtney Lee, Barbara Van Auken

Other Board Members Present: Margaret Cousin

Staff Members Present: Veronica De Fazio, Deputy Director; and Randall Yelverton, Executive Director

**ORDER OF BUSINESS**

A. Approval of Minutes of the Meeting of July 11, 2024

A motion was made by Roberta Parks, seconded by Steve Marx to approve the minutes of July 11, 2024. Marx noted that there was an incomplete sentence on the first page of the minutes. The motion was amended to include this correction. Motion carried.

B. Discuss Strategic Planning options for 2025

Yelverton provided background information on the discussions which led to investigating two different options for the upcoming strategic planning process. Yelverton reviewed the benefits and limitations of both an internally developed plan and an externally-assisted strategic planning process. De Fazio shared her experiences using consultants over the course of four different strategic planning processes. Discussion was had regarding gathering community input and the importance of reaching non-users. Yelverton emphasized that if the externally-assisted option was chosen, all activities would be done in concert with library leadership. He also spoke about the various funding options if this process was chosen. Committee members spoke in favor of this option.

Trustee Parks noted that any plan needed to have accountability and measurability built into the plan. Parks suggested that the library bid out to a variety of strategic planning firms, not just those who work with libraries. Any consultant chosen should also reach out to local entities (the Park District, the City of Peoria) for their strategic plans and any community profiles.

A motion was made by Roberta Parks to recommend to the Library Board of Trustees that the Library hire a Strategic Planning consultant at an estimated cost of \$30,000-40,000.

These funds should come from the Library's Gifts and Memorials fund. Seconded by Steve Marx. Motion passed unanimously.

**OTHER BUSINESS**

The next meeting of this committee was set for September 24 at 5:30 pm.

**ADJOURNMENT**

The meeting was adjourned at 6:08 p.m.

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Melissa Sanchez, Chair  
Strategic Planning Committee  
Board of Library Trustees  
Peoria Public Library