

**Jefferson County Rural Library District
Board of Trustees Special Meeting
Online via Zoom Conference Call
Minutes – Thursday, March 18, 2021**

Call to Order: Chair Michael Kubec called the meeting to order at 10:04 A.M. via Zoom. Present were Trustees Raj Rakhra, Joan Chapdelaine, Hal Beattie, Michael Kubec, Library Director Tamara Meredith, and Facilitator Casey Reeter.

Introduction: Attendees introduced themselves. Facilitator Casey Reeter reviewed the meeting agenda and goals.

[Trustee Ellen Hargis joined the meeting at 10:11 A.M.]

Discussion: Facilitator Casey Reeter led the attendees through a discussion of submitted responses to questions sent out before the meeting.

[The meeting adjourned for a short break from 11:06 A.M. to 11:11 A.M.]

Discussion: Facilitator Casey Reeter reviewed a standard strategic planning process, including SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis and OGSM (Objectives, Goals, Strategies, Measures) examples. She then answered questions from Trustees.

[Facilitator Casey Reeter left the meeting at 12:04 P.M.]

Discussion: The Trustees asked that Tamara Meredith solicit quotes for strategic planning from Reeter and BERK Consulting to share at the next Board meeting.

The meeting was adjourned at 12:11 P.M.

Next Meeting: REGULAR MEETING –10:00 A.M., Wed., Apr. 14, 2021 via Zoom

Michael Kubec, Chair

Joan Chapdelaine, Secretary