



Russell Library Strategic Planning Meeting
January 15, 2026, 5:30pm

Draft minutes and other supporting items can be requested in accordance with the Freedom of Information Act.

Present: Trustees Andrew White (Committee Chair), Jennifer Hadley, Sarah Schulenburg; Eamonn Wisneski, Russell Library Director Ramona Burkey, Committee Member Diane Smith

MINUTES

- 1. Call to Order** - The meeting was called to order by Chair White at 5:42 p.m.
- 2. Public Comment** - There were no members of the public present, nor relevant emails nor submissions through the website.
- 3. Approval of Minutes** of the December 18, 2025 meeting - **MOTION**: It was moved (Trustee Wisneski) and seconded (Trustee Schulenburg) to approve the minutes of the December 18, 2025 Strategic Planning Committee. The motion passed with all in favor of approving the minutes.
- 4. Unfinished Business**
 - a. Update on outreach work
 - i. Press release - Director Burkey shared a draft press release with the committee. She will make some grammar adjustments and then it is cleared to be sent to media outlets.
 - ii. Communications plan - The committee continues to connect and talk with people. Committee members will continue to collect data until February 28th. If stakeholders are unable to talk, sending the three key questions via email is an alternative option. Cathy Lechowicz, Company member, suggested that committee members could come talk to middle schoolers at the Rec Center when they are after school from 3:00 - 5:00 on Mondays and Fridays. Trustee White will reach out to see if committee members can visit on Monday, February 2 to talk to the students.
 - iii. Data review - The committee is considering how to digest all of the data to determine themes. The Wesleyan students used a combination of human and AI digestion to write their report. There is a great deal of qualitative data to analyze. Russell Library staff will work to digest the bulk of the data. AI tools like Gemini and ChatGPT can be helpful in transcribing notes but they do need to be spot-checked. The committee needs to consider what questions do we want to query against the data? What themes are important to the committee and what themes pop up? Trustee Hadley pointed out that

Professor Haddad may be able to provide some help with the scaffolds she provided her students for data analysis.

How do we imagine the reporting will happen? - The 2020 report template will be helpful to follow. The data and conclusions can be shared within that framework. The goals and mission are still applicable. Transparency of the process and the current moment we're at as a society and community is important to include.

- b. Determine next steps - See above for immediate next steps. Beyond the Strategic Plan, the committee can continue to do work to highlight the Strategic Plan in action on a yearly basis.

5. New Business -

- a. Diane reiterated that the services being provided by the library should be shared with the community far and wide so people understand all that Russell Library does for the community. She has seen that there are misconceptions about the library, based on community interviews. Director Burkey responded that perhaps there needs to be some sort of ambassador program for the library if this is a recurring theme in the survey. Chair White noted that sharing the updated strategic plan with the community will help to spread the positive word about the library.

6. Adjournment - MOTION: It was moved (Trustee White) and seconded (Trustee Wisneski) to adjourn at 6:24 p.m. The motion passed with all in favor.

Next regular meeting: Thursday, February 12, 2026* at 5:30pm
(*second Thursday)

Respectfully Submitted,

Sarah Schulenburg

Sarah Schulenburg, Secretary