General February 22 & 23 Retreat Process Ideas:

Day 1

● We will just have workgroup leaders and facilitators attend, except for Chapter 43, which will have all the members of their workgroup attend that can to split up and listen in on each group’s discussion to help with their work.

● The workgroup leadership and Steering Committee members will be split into two small groups.
  ○ CE-Consulting, Collections & Resource Libraries leadership with Paula, Kent, Bridget, Beth & Bryan along with DPI liaisons to these workgroups. Bruce will help with facilitating this group.
  ○ Delivery, ILS-ILL & Technology leadership with John T., Jessie, Kristie, Steve & Jon Mark along with DPI liaisons to these workgroups. Stef will help with facilitating this group.

● The plan for the small group work is to learn about major components of the three assigned workgroup, including staffing, governance, implementation recommendations, and administration recommendations. Each group would identify:
  ○ Gaps and conflicts among the models.
  ○ Where model components align.
  ○ What questions need to be considered to align the models.
  ○ What work still needs to be done by the workgroup.

● At the end of the day, we will review what was discussed by the small groups as a full group.

● Roles:
  ○ Project manager: keep small group discussion on track and capture notes of the discussion.
  ○ Steering members: ask questions of workgroup leadership, engage in conversation around different components of the service models to reach the goals of the small group discussions listed above.
  ○ DPI: provide information, as appropriate, from the state’s perspective that is helpful to the conversation between the Steering members and workgroup leadership.
  ○ Workgroup leadership: be prepared to informally share and discuss components of their service models.

● The goal for the end of the day is to have identified themes and questions that need to be addressed for each component of the service models that are discussed.

Day 2

● This will just include the Steering Committee and DPI liaisons.

● Debrief from the previous day and further develop outline for April 12 & 13 retreat.

● Selection of 10 Core Recommendation Collaborators and additional 45 collaborators that will just attend July 30 & 31 retreat.
Agenda

Thursday, Feb. 22

10:00 - 10:30
- Welcome & introductions (Paula & John)
- Meeting process review (WiLS)

10:30 - 12:00
- Small groups

12:00 - 1:00 (working lunch)
- Project managers will review the post workgroup report process including the role of workgroup leadership as a continued resource for Steering and a short overview of the April 12 & 13 retreat.

1:00 - 2:25
- Small groups

2:25 - 2:35
- Break

2:35 - 4:00
- Sharing from small groups

4:00 - 5:30
- Workgroup members leave
- Steering Break

5:30 - 7:00 (working dinner)
- Debrief of the day and process/agenda prep for next day

7:00 - 9:00
- Committee Happy Hour!
  - A quorum of steering committee members could be present for this social time but no business/discussions related to PLSR will occur.

Friday, Feb. 23

9:00 - 10:00 (working breakfast)
- Discuss April 12 & 13 retreat outline.

10:00 – 10:15
- Break
10:15 – 11:30
  ● Collaborator selection process

11:30 - 12:30 (working lunch)
  ● Collaborator selection process

12:30 - 1:45
  ● Collaborator selection process

1:45 – 2:00
  ● Break

2:00 – 3:30
  ● Committee business - action items