

BROOKS MEMORIAL LIBRARY  
Strategic Planning Committee  
Minutes of Meeting of January 5, 2017 (4:30 p.m. Local History Room)

1. Meeting called to order at 4:35 p.m. Present were Jane Southworth, Pam Becker, Howard Burrows, Connie Bresnahan, Susan Troy, Jennifer Lann, Elizabeth Tannenbaum, Starr Latronica, Jeanne Walsh, and Lindsay Bellville. Katie Montgomery. Absent: Kate Wylie.
2. Agenda Reviewed, no changes.
3. Public Comment- we welcomed Katie Montgomery, resident and library student at Simmons who has been meeting with the Technology Committee.
4. Minutes of December 1, 2016 were approved as presented.
5. Old Business. We reviewed the current draft of vision, mission statements and Service Priorities and made changes. Current version attached to these minutes.
6. New Business. Starr presented new action statements to go with priorities. Jeanne presented new information literacy ideas. Current version attached to these minutes.
7. Adjournment at 6:00 p.m.
8. Next Meeting January 26,
9. 2017, and subsequent Thursdays in February.

## **Brooks Memorial Library**

### **Mission/Vision/Strategic Priorities/Action Items**

Plan 2017-21

*Current Version as of January 5, 2017*

1. **Vision:** The vision of Brooks Memorial Library is that all members of the community recognize the value of the library and utilize its resources to spark curiosity, enhance their lives, and achieve their aspirations.
2. **Mission:** The Mission of the Brooks Memorial Library is to connect people and resources to inspire, inform, and empower our diverse community.  
To accomplish this the library
  - Provides free and open access to materials, resources, and tools to advance individual and collective exploration;
  - Convenes conversations and creates collaborations and connections with leaders, organizations, and individuals within the community. (ALLITERATION??)
  - Offers cultural and educational opportunities and experiences through programs, meetings, and exhibits within the library space and in other venues. (REVISIT “OPPORTUNITY AND EXPERIENCE” )

### **SERVICE RESPONSES**

To achieve the vision and mission, the Staff, Trustees, and Friends of Brooks Memorial Library will make the following service responses and associated actions their guiding and organizing document for the years 2017-2021.

Brooks Memorial Library (BML) will:

1. Stimulate the imagination of library users, and support life-long learning through assistance, resources, and programming for reading, contemplating, viewing, listening, and conversing.
  - a. Engage members of the community for input on collection development and programming choices.
  - b. Seek opportunities to provide experiences and resources in a variety of community locations.
  - c. Classify/Catalogue materials to ensure effective access points for patrons/users. (??? Some questions re words).
  - d. Provide expanded access to materials far beyond the BML collection through iner-library loan. Cooperate with other Vermont libraries and the Vermont Department of Libraries to improve resource sharing through courier services and catalog/resource sharing software.
  - e. Regularly promote the opportunities and possibilities offered by the library for broad community awareness.
  - f. Engage the arts community to create a vibrant art presence in the library.
2. Support young readers from early literacy on.
  - a. Implement a “1000 books before Kindergarten” program.
  - b. Offer a weekly “lapsit” program for ages birth through 18 months.

- c. Color code books in the EASY book section to help parents and children find books for their reading level. *(do we need the explanatory sentence which is now removed?)*
  - d. Overhaul the nonfiction section by weeding outdated and underutilized titles; reallocate shelf space by identifying subject areas which need additional titles and subject areas which reflect current demand and use patterns. Purchase new titles to satisfy identified needs. *(changes from Lindsay?)*
  - e. *Starr/Lindsay add verbiage regarding community literacy/modeling.*
3. Support teens by providing materials, resources, and programming for education, entertainment, and engagement.
- a. Relocate all YA resources to the new YA room including fiction, graphic novels, and nonfiction. Investigate relocating YA movies to new YA room. Order missing titles to complete book series identified by weeding project.
  - b. Involve teens in planning programs, and suggesting materials and resources they would like BML to offer.
  - c. Have a contest to name the new YA Room culminating in an official Grand Opening of the space.
4. Foster technological understanding and confident, reative participation in an interconnected world.
- a. Provide assistance with, and access to current and emerging technologies on public and personal devices.
  - b. Launch a technology program series for the public. Emphasize cooperation between youth services and adult services in designing the programs.
  - c. Expand public access computing with new laptops and workstations in renovated space.
  - d. Create technology-focused guides to help patrons increase their knowledge of digital tools in the library and beyond.
  - e. Redesign the BML website for easy navigation by the public and easy maintenance by staff on a wide variety of computers and mobile devices. Integrate third-party services *(do we need an example here??)* as seamlessly as possible while helping patrons understand the differences among the variouis services on the site. *(whew!!. This needs help.)*
  - f. Review the library's privacy policies and practices and make them as transparent as possible to users, including information about third party digital services. *(needs help for clarity)*

*NOTE: WE STOPPED HERE, EDITS FROM ALL TO COME*

5. Provide welcoming physical and virtual spaces for library users.
- a. Offer a variety of areas to allow for mixed use of space within the library.
  - b. Evaluate and revise the current website to increase usability.
  - c. Institute for use that ensure access and diminish barriers *(???????)*
  - d. Provide friendly, respectful, efficient, and precise customer services to all populations.

6. Strengthen the community through awareness, engagement, and collaboration.
  - a. Conduct assessment of agencies, organizations, and individuals and create a catalog of community assets.
  - b. Establish a database of local resources which may be consulted and referred to by staff and public.
  - c. Convene community conversations to contribute to civic discourse.  
(ALLITERATION)
  - d. Partner with agencies, organizations, and individuals to provide a broad spectrum of educational, recreational, and cultural programs for all ages.
  
7. Information Literacy –Enable library users of all ages to find and evaluate information, think critically, and make decisions based on reliable information.
  - a. Offer public programs for all ages on information literacy topics such as digital privacy and assessing quality of information. Emphasize youth/adult service staff cooperation in program design.
  - b. Organize and train staff members to create information –focused web guides to help patrons understand the importance of information literacy and sharpen their information skills.
  - c. Offer staff training on information literacy projects.
  - d. Redesign website to help users find their own paths through the resources. Integrate third party services as seamlessly as possible while helping patrons understand the differences among the various services on the site.
  - e. Review the library’s privacy policies and practices and make them as transparent as possible to users, including information about third-party digital services.