

BROOKS MEMORIAL LIBRARY  
Strategic Planning Committee  
Minutes of Meeting of February 23, 2017 (4:30 p.m. Local History Room)

1. Meeting called to order at 4:38 p.m. Present were Jane Southworth, Howard Burrows, Susan Troy, Jennifer Lann, Starr Latronica, Jeanne Walsh, Lindsay Bellville. Absent: Pam Becker, Elizabeth Tannenbaum, Connie Bresnahan, and Katie Montgomery.
2. Agenda Reviewed, no changes.
3. Public Comment- none
4. Minutes of January 26, 2017 were approved as presented. There was no meeting on February 9, 2017 due to a snowstorm.
5. Old Business. We reviewed the current draft of vision, mission statements and Service Priorities and made changes. Jeanne Walsh provided a much welcomed set of suggestions for many items, particularly those related to technology. The current version is attached to these minutes. It is hoped that this is our final product, pending minor grammatical changes.
6. New Business. none
7. Adjournment at 5:30p.m.
8. Next Meetings March 9 and 23, 2017. Both Local History Room at 4:30 p.m.

## **Brooks Memorial Library**

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

Plan 2017-21

*Current Version as of February 23, 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 sparks collaborations and connections among leaders, organizations, and individuals.
  - Offers cultural and educational opportunities and experiences through programs, meetings, and exhibits within the library space and in other venues.

### **SERVICE PRIORITIES**

To achieve the BML vision and mission, the Staff, Trustees, and Friends of Brooks Memorial Library will make the following service priorities and associated actions their guiding 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. Classify and catalogue materials to ensure effective access for patrons.
  - c. Provide expanded access to materials far beyond the BML collection through inter-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.
  - d. Regularly promote the opportunities and possibilities offered by the library for broad community awareness.
  - e. Engage the arts community to create a vibrant art presence in the library.
  - f. Expand displays and tools to help patrons find and share favorite books, movies, and audio.

**2. Strengthen the community through awareness, engagement, and collaboration.**

- a. Convene community conversations to promote civic discourse.
- b. Partner with agencies, organizations, and individuals to provide a broad spectrum of educational, recreational, and cultural programs for all ages.
- c. Establish a database of local resources across agencies, organizations, and individuals..
- d. Provide a community “hub” bulletin board space for patrons to post messages, business cards, events, services.

**3. 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.
- 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

**4. 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.

**5. 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. Expand technology training for staff development.
- f. Improve website design to help patrons understand the differences among the library’s various digital wervices and alert them to the privacy policies of those services.
- g. Explore the feasibility of acquiring library cards online and registering for programs online.

- h. Develop best practice4s for maintaining and staying up to date with hardware, software, and networking for both staff and the public.
- i. Integrate the library’s technology with the Town of Brattleboro technology plan.

## **6. 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:
  - Provide comfortable spaces for reading, working, and relaxing; *quiet* spaces for reading, study; space for people to interact without interrupting others; small meeting rooms for public use, including tutoring, space for snacks, coffee, tea.
  - Provide private space and resources to conduct research on local history and genealogy.
  - Provide space for innovative uses of old and new technology for creative pursuits.
  - Construct and enhance physical space dedicated to preserving, cataloging, and displaying the library’s fine arts collection.
- b. Redesign the BML website for easy navigation by the public and easy maintenance by staff on a wide variety of computers and mobile devices.
- c. Institute policies and explore efforts to ensure access and diminish barriers.
  - Provide friendly, respectful, efficient, and precise customer services to all populations.
  - Provide an informed, welcoming, professional staff to offer support and answer questions.
  - Seek opportunities to provide experiences and resources in a variety of community locations.
  - Provide clean, handicapped accessible, updated bathrooms.
  - Strive to ensure better physical accessibility for all.

## **7. Develop information literacy in library users of all ages, so that they may find and evaluate information, think critically, and make decisions based on reliable information.**

- a. Provide continuing education to keep staff current regarding information literacy.
- b. Offer public programs for all ages on information literacy topics such as protecting digital privacy and assessing quality of information. Design programs with collaboration from both youth and adult services staff.
- c. Create guides in various formats, such as posters, web pages, and pamphlets, to help patrons develop information literacy skills.
- d. Review the library’s privacy policies and practices and make them as transparent as possible to users, including information about the policies of third-party digital services, such as downloadable e-books and streaming video.