

Brooks Memorial Library
Strategic Planning Committee
Minutes of Meeting
November 9, 2017
4:30 p.m. Local History Room

1. Meeting called to order at 4:35 p.m. by chair Jane Southworth
Present were: Starr Latronica, Pamela Becker, Connie Bresnahan, Jane Southworth, Susan Troy, Jeanne Walsh. Elizabeth Tannenbaum Absent: Lindsay Bellville , Howard Burrows
2. Agenda Reviewed, no changes.
3. No members of public were present.
4. Minutes of September 14 , 2017 - Approved as presented.
5. Old Business- Starr presented a version of the tri-fold brochure on which the goals and actions of the Strategic Plan were presented. We discussed the effectiveness and simultaneous awkwardness of the design. Several alternatives were presented, and we wound up with the idea of putting the 7 action steps on a bookmark. Starr will bring a proposal for that design to the Dec 14 meeting.
We also discussed the issue of monitoring plan progress and effectiveness. We noted that we will do a yearly evaluation of progress with a written report. We know that we have many qualitative types of feedback available, but are not sure whether there is a quantitative way to obtain feedback. Starr will invite a person familiar with that sort of quantitative measurement to our December 14 meeting.
6. New Business- emergency plans
Jane reported on her meeting with Chief Buccossi on the Town Emergency Plan, and presented her (unfinished) draft of a Plan following the Town model. She noted that attached to/included in that plan would be Procedures specific to the library for each emergency/disaster we might face. It was suggested that those should be brief and available to staff on laminated cards. Trainings might be held with/by the Buildings and Grounds Committee.
7. Next meetings- December 14, 2017 and January 4, 2018 -