

**BROOKS MEMORIAL LIBRARY**  
**Strategic Planning Meeting**  
**Tuesday, November 21, 2023, 4:45 PM**  
**Meeting in the Library Conference Room**

**AGENDA**

Call to Order / **4:45 PM**

Agenda - Changes or additions

Public Comments

Approval of Minutes of September 26, 2023

**CONTINUING BUSINESS**

- Communication and Implementation
  - Communications to public
    - Copies of brochure and thank-you to be mailed to community partners
      - Trustee committee members will customize a general letter with hand-written notes to send to our partners to thank them for their help in creating the plan. Kate will print out letters with custom inside address to recipients, and we'll see if all BOT members can sign.
    - Press release
  - Activities update
  - Launch party
- Marketing
  - Weekly newsletter email – Include Library Value calculator as a topic?
    - Leo - Large print book story
    - Kanopy recommendations
  - Other thoughts

**ADJOURN**