

GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
Strategic Planning Committee Meeting
July 11, 2018
6:30 PM

Present (Board) **John Miller** **Allan Ruter**
 Carol Schmitt **Kathy Vega**

Absent **Stella Kalfas**

Present (Staff) **Vickie L. Novak, Library Director**
 Jane Berry, Assistant Director
 Christine Klimusko, Business Manager

Guest **Victoria Cook, Consultant, Center for Guilt-Free Success**

1. CALL TO ORDER AND ROLL CALL

Committee Chair Vega called the meeting to order at 6:34 p.m. and the roll was called.

2. NEW BUSINESS

- a. Presentation by Victoria Cook, Strategic Plan Facilitator re: Focus Group & Online Survey Input**

Chair Kathy Vega stated that the initial purpose of this meeting was to hear from Victoria Cook, Strategic Plan Facilitator. Vega would like to incorporate Cook’s information with the Internal and External Assessment results and create the Library’s Strategic Plan for 2019 through 2021.

Cook conducted 17 Focus Groups, 2 Community Forums and several targeted interviews. She also gathered information from 270 completed online Community Surveys. Cook collected data in a variety of ways from many sources. Cook commented on how great the Community and the Library Staff have been during this process. Everyone has been very helpful.

Cook presented the top comments from the Focus Groups. A variety of topics were discussed at the Focus Groups. These topics included: Electronic and Downloadable

Services; Programs; Innovation Center/MakerSpace; Support for an increase in the Library's Levy; and Student Feedback. Cook's presentation included a summary of what the public likes about each category, what they did not like about the category and what they would like to see in the future in these areas.

Victoria used a used a quick phone survey at the Community Forums. Each person with a cell phone was able to text their responses, and those responses were tabulated and the results were shared immediately on a screen during the meeting.

Cook also reviewed the Online Community Survey results. Two hundred seventy people completed the Survey. The survey went live on May 6 and closed on June 30th.

Trustee Ruter thanked Cook for using the different formats, and commented how the various format results mirrored each other.

b. Discussion & Brainstorming re: Focus Group & Assessment Outcomes toward Development of Strategic Plan

Chair Vega reminded the Committee that the goal of this Committee is to produce a one page Strategic Plan, which would include the Library's Mission Statement, Values and Themes that will be incorporated into the Library's three year Strategic Plan. Vega distributed a copy of the Elmhurst Public Library's most recent Strategic Plan as a sample format.

Trustee Ruter will prepare a draft of the Library's Mission Statement to reflect the Internal, External and Focus Group results and those suggestions made at the meeting. Tagline will include educate, inspire, engage and entertain. Strategic Objectives for the Strategic Plan were discussed and will include innovation, communications, collaboration, information and programming. Core Values will incorporate those ideals the Library strives for daily. Core Values will include welcoming environment, exemplary service, community engagement, lifelong learning, innovation and fiscal responsibility.

Once Trustee Ruter submits the updated Mission Statement, Library Director Novak will ask Director of Communications, Hilary Gabel, to begin the layout and design for the Strategic Plan document.

3. OTHER

None at this time.

4. PUBLIC COMMENTS

None at this time.

5. ADJOURNMENT

There being no additional business to be brought before the Committee, Committee Chair Vega requested a motion to adjourn.

MOTION Moved by Miller, seconded by Schmitt, to adjourn.

Voice vote taken. All ayes. No nays. Motion carried.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

**Kathy Vega, Chair
Strategic Planning Committee
Glenview Public Library Board of Trustees**