

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES  
STRATEGIC PLANNING COMMITTEE  
MINUTES  
July 18, 2018**

**PRESENT**                    **Kathy Vega**                    **Allan Ruter**                    **Stella Kalfas**  
**(Board)**

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

**1. CALL TO ORDER AND ROLL CALL**

**Committee Chair Vega called the meeting to order at 6:33 p.m. and the roll was called.**

**2. NEW BUSINESS**

**a. Review of Progress Made re: Draft of Strategic Plan**

**Library Director Novak distributed two design drafts of the Strategic Plan for review by the Committee. Director of Communications Hilary Gabel and her staff prepared the design drafts as requested by the Committee. Committee Chair Vega summarized the progress the Committee made and stated the goals of this evening's meeting.**

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

**The Committee reviewed and discussed the designs. The designs were well received. The Committee provided suggestions on the design which Director Novak will communicate to Hilary Gabel who will prepare a new draft for the Committee's review. The Committee then reviewed the draft Mission Statement, Tagline, Strategic Focus Directives and Core Values for the 2019 – 2021 Strategic Plan. Upon review and discussion, the Committee determined that the Strategic Focus Directives should be changed to Strategic Objectives. The Committee next proceeded to define and delineate the Strategic Objectives. Chair Vega will make revisions to the document based on the Committee's discussion and will provide Director Novak**

with a revised document which she will provide to Hilary Gabel to be incorporated into the revised template. A new draft will be circulated via email for review and any final comments from the Committee.

Committee Chair Vega would like to present the final version of the Strategic Plan to the Glenview Public Library Board of Trustees at the September Board Meeting. Once the Board reviews and approves the 2019 – 2021 Strategic Plan, Vega would like Department Heads to move forward with the preparation of the 2019 Implementation Plan so that they have a document to present to the Board for final approval by the February, 2019 Board Meeting

**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, Chair Vega requested a motion to adjourn.

**MOTION** Moved by Ruter, seconded by Kalfas to adjourn.

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

The meeting adjourned at 7:53 p.m.

Respectfully submitted,

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