

# GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES STRATEGIC PLANNING COMMITTEE

## MEETING MINUTES

July 23, 2024, 4:00 PM  
Glenview Public Library  
Conference Room

### **Board Members Present:**

Ruth Rosenblum, Kathy Vega

### **Board Member absent:**

Carol Schmitt

### **Staff Members Present:**

Lindsey Dorfman - Executive Library Director, Linda Sawyer – Deputy Director, Christine Klimusko – Business & Finance Director, Hilary Gabel - Communications, Jill Lorenzen – Patron Services Librarian

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

Committee Chair Vega called the meeting to order at 4:00 p.m. and the roll was called.

## **2. UNFINISHED BUSINESS**

- a. Review Revisions to Mission and Vision Statements

Library Director Dorfman introduced the Vision, Mission, and Value Statements that had been revised by the Leadership Team to provide more clarity and inspiration. Minor wording changes were suggested. The final version will guide the 2025-2027 Strategic Plan.

## **3. NEW BUSINESS**

- a. Review and Discuss Survey Results
  - i. Community Survey

Patron Services Librarian Jill Lorenzen shared the results of the 2024 Community Survey with the Committee. The survey was conducted from May 10<sup>th</sup> through July 7<sup>th</sup>. The survey was made available to the community online, in paper format at service desks throughout the Library, as well as via social media and at library and community events. There were 1,071

responses, of which 94% respondents completed the survey online. The Committee discussed the results.

ii. Staff Survey

Library Director Dorfman reviewed the 2024 Library Strategic Capacity Assessment by Fast Forward Libraries. Sixty-three staff and five Trustees participated. Dorfman suggested incorporating these improvements into the strategic plan as a fourth focus area. The Committee agreed with the recommendations.

b. Brainstorm 3-5 Focus Areas

Library Director Dorfman proposed the focus areas for the 2025-2027 Strategic Plan included connect, engage, and inform. The three focus areas were discussed by the Committee and the merits of each one. The focus areas reflect the revised Vision Statement.

c. Brainstorm Goals under Focus Areas

Library Director Dorfman asked the Committee to review the SOAR analysis. The SOAR analysis will help determine suggested goals for each focus area. The Committee agreed each focus area should include one internal goal and two external goals. The Committee will review the SOAR analysis and will continue this process and determine the goals for the Strategic Planning process.

d. Review Next Steps

The Committee will meet Wednesday August 7, 2024, at 4:00 p.m. in the Conference Room.

**4. OTHER**

None at this time.

**5. PUBLIC COMMENT**

None at this time.

**6. ADJOURNMENT**

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

**MOTION**

Voice vote.

Ayes: 2; Nays: 0; Absent: 1. Motion carried.

The meeting was adjourned at 5:43 p.m.

Respectfully submitted,

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