Library Board of Trustees ad hoc Planning Committee Meeting

November 1, 2017 3 PM
City of Fairfax Regional Library, Room A/B

In attendance
Charles Fegan, Chair
Suzanne Levy

Minutes

Committee Chair Fegan opened the meeting at 3:03 PM. Two committee members were present, Library Director Hudson was in attendance, as well as several staff.

Chair Fegan opened the meeting with an overview of the process to date, and a welcome to all of the people participating in the meeting. He shared that he had announced and publicly shared the time and date of the meeting, and was hoping for stronger turnout.

The minutes of the July 2017 meeting were reviewed and approved.

Director Hudson and staff provided an update on the staff strategic planning process to date. At prior meetings, a vision statement and seven core values were approved by the Library Board’s planning committee. At this meeting, those seven core values were paired with both long form and short form statements and provided in a single page handout. Aligned with each of the core values was a single graphic to help identify the values in a more visual manner. (Two handouts attached)

Staff also provided information on a working mission statement: “We build community and promote literacy by providing (access to) programming, community spaces, technologies and collections of books, and other educational resources in a variety of formats.” Trustee Levy asked if the word “educational” was needed, as it is embedded in everything the library does. After discussion, the committee would like the mission statement to reflect “educational and recreational”. In the long form values statements, Trustee Levy asked if “library support groups” could be singularly called out in the collaborative values area. This was discussed and approved. The values were affirmed again, the long and short form values statements were approved, and the amended mission statement was approved.

The Library’s Strategic Planning Manager Doug Miller provided an update on an analysis that the staff committee completed around a SWOT (strengths, weaknesses, opportunities and threats) review. Staff reviewed the four areas and divided into small groups to review these areas in relation to the public engagement report. The results of the SWOT analysis will be used in conjunction with the Library Board’s priorities in the finalizing of system goals and objectives. Staff were asked to look at programs and services in two ways: what do you need to change and what do you need to hold onto? Success can be found in balancing the two.

Mr. Miller also provided an update on another area that the staff committee reviewed around nationwide library trends. Trend cards were shared with the committee; this card deck was created by the Center for the Future of Libraries, a division of the American Library Association. The committee
looked over the trend cards and held discussion on several of the topics as they related to the public engagement report. (Trend cards attached)

Director Hudson provided an updated timeline for the staff strategic planning committee. It is anticipated that the staff committee will continue to meet every other week up through the end of November, when it is anticipated that they will have drafted system goals and objectives. In December, a draft plan will be written and provided to Library Administration for review and potential action/ideas back to the staff committee. The Library Board’s planning committee will likely meet in December or early January for review of the document, with it going before the full Board in early 2018 after committee review.

The committee gave a hearty congratulations to staff for their hard work on this document and the effort on the background mission, vision, values that will guide it. The meeting closed at 4:00 PM.