

**Forest Park Public Library
Strategic Planning Committee Meeting Minutes
Tuesday, February 9th 2021 @ 6 PM
Virtual Zoom**

Opening of Meeting

- A. Meeting was called to order at 6:00 pm by Brooke Sievers
- B. Roll Call:

Shaker - Present	Townsend- ABSENT	Hammond- Present
Sievers- Present	Bramwell- Present	Brown- Present
- Approval of Agenda:

Motion was made by Shaker, seconded by Bramwell. Motion carried.

Shaker - AYE	Townsend- ABSENT	Hammond- AYE
Sievers- Aye	Bramwell- AYE	Brown- AYE
- C. Guest: None
- D. Approval of Minutes: A motion was made by Bramwell and seconded by Shaker to approve the 1.07.2020 meeting minutes. The motion passed.

Shaker - AYE	Townsend- ABSENT	Hammond- AYE
Sievers- Aye	Bramwell- AYE	Brown- AYE

Presentation/Discussion

Old Business

New Business

- A. Discuss potential design options for the strategic plan document

Sievers noted the importance of including assessments and outcomes as a component of the final document and mentioned the significance of phraseology. Brown commented that the plan used at Indian Trails Public Library includes measurable, the group looked at this example. Bramwell also liked the Indian Trails example. Sievers shared an example from Columbus (Ohio) Public Library as one of her favorites because it is very readable, accessible, and includes goals, objectives, and measurable. Shaker liked this one because it seems “doable” for FPPL staff and agrees that it is approachable. Brown felt that the Columbus example was overly dependent on “buzzwords” and had a lack of linguistic consistency and overall alignment. Brown shared PLA’s plan as an example of one that was very direct, lacking buzzwords and distracting graphics and color schemes. Brown stressed the importance of using color and graphics responsibly. Bramwell suggested that the final documents could have two components, a simple one-page document with graphics and color coding for public consumption and a second, more robust document with more details and metrics for internal use. Brown mentioned that Skokie’s example as one that has two components as Bramwell described and noted that she felt that Skokie was more linguistically consistent than some of the other examples.

NOTE: Trustee Brown had to leave the meeting at 6:29 to address a personal emergency

Sievers asked the group to consider what really needs to be on our plan: strategic priorities, outcomes, and internal and external goals. Bramwell shared the Mount Prospect example as one that was very wordy but clear in its expectations regarding reporting.

Shaker asked if the group was comfortable with her and Hammond working on a draft document taking into account the comments made at the meeting. This would provide a starting point to work from. The group agreed.

Adjournment

Meeting adjourned at 6:57 pm. Motion made by Bramwell, seconded by Hammond. Motion carried.

Shaker - AYE

Townsend- ABSENT

Hammond- AYE

Sievers- AYE

Bramwell- AYE

Brown- ABSENT

Respectfully submitted,

Pilar Shaker
Director