Special Meeting – Strategic Planning Committee  
Thursday, January 24, 2019  
Russell Library Annex Board Room  
5:30PM

Attendees: Ramona Burkey, Mary Dattilo, Brandie Doyle, Taneisha Duggan, Jennifer Hadley, Eamonn Wisneski, Tisha Zawisky

MEETING MINUTES

1. Call to Order – Trustee Wisneski called the meeting to order at 5:35pm.

2. Public comments – No members of the public were present.

3. Approval of Minutes - It was moved (Trustee Hadley) and seconded (Trustee Wisneski) to approve the Strategic Planning Committee meeting minutes of December 20, 2018; the motion passed unanimously.

4. Old Business

   a. Reviewed Timeline including completed items and upcoming benchmarks.  
      - Discussed Best Practices document; Brandie Doyle noted she may have completed this already and will circulate. This will also be shared at the February 12th board meeting.  
      - Aspen Guide needs to be completed before applying for Connecticut State Library grant funds; next deadline is 2/25 which may be too tight; next deadline would be in April.  
      - Keep review of timeline as a standard item under Old Business on Strategic Planning committee meetings going forward.
5. New Business

a. Discussed Mission/Values - how to evaluate current mission; explore editing the current mission/values. Will work with the board at the February meeting to begin the discussion and will possibly need a short retreat to discuss further. Important to define mission and vision clearly. Brandie will send some samples to the board.

b. Discussed Best Practices in CT Public Libraries/LSTA planning grant and needed documentation; will also get board input include SOAR details noted on pp.20-24 and Leading Assessment on pp.25-40 of the Aspen Action Guide.

c. Determine Board leads for areas within the strategic plan – This item was tabled.

6. Set date for next Strategic Planning Committee meeting – Ramona will schedule via Doodle poll.

7. It was moved (Trustee Zawisky) and seconded (Trustee Hadley) to adjourn the meeting at 7:00pm; the motion passed unanimously.

Respectfully submitted,

Tisha M. Zawisky