

Town of Grafton
Library Trustees Meeting Minutes
Strategic Planning Session

March 13, 2021

Place: Library

Purpose of Meeting: Kickoff for Strategic Planning

Called to order: 1:00 PM

Trustees Attending: A. Cushing, S. Smith, G. Curran
S. Tresch Fienberg (alternate), K. Coolley (Library Director)

FoGL Attending: E. Bergamini

Public Attending: C. Kudlik (Selectwoman),

Discussion Items:

Planning Committee Composition

All of the people present at the kickoff meeting will serve on the Library Strategic Planning Committee (LSPC). S. Tresch Fienberg will facilitate the planning process and serve as a non-voting member.

Membership is:

- A. Cushing
- S. Smith
- G. Curran
- K. Coolley
- E. Bergamini
- C. Kudlik

The decision was reached to invite the Planning Board to participate. Should the Board decline to appoint a representative to the LSPC, the Trustees will invite a non-affiliated person to participate, bringing the committee to a total of seven (7) voting members.

Planning Process

The committee agreed to adopt a planning process that will take place between April and September, resulting in a document that lays out the library's mission, five-year vision, values, and strategic priorities, as well as a practical implementation plan with SMART goals and objectives. (SMART = specific, measurable, relevant, and time-bound.)

In addition to discussing the information-gathering phase of the planning process, the Committee engaged in a SWOT analysis (strengths, weaknesses, opportunities, threats) of the Library as it currently functions.

Next Steps:

The LSPC will conduct a consumer survey, stakeholder interviews, and an environmental scan in April and May to gather input for the planning process.

This session of the Trustees of the Library **adjourned at 3:00 PM**

Respectfully submitted:

G. Curran, Secretary

4/12/21