
Library Trustees Strategic Plan Subcommittee Minutes

Wednesday, August 16, 2023
Mason Library, Community Room, in Person

Board Members Present: Patrick Hollenbeck (Chair)
Sandra Pantorno
Ruby Chang
Donna Brown (Interim Library Director)

Meeting convened at 4:11 PM.

1. Roll Call: All present.

Approval of July 12 and 26 Strategic Plan Subcommittee minutes: motion made, Ruby, second, Sandy. No discussion or amendment. All voted to approve.

Discussion/review of process/procedures, including MBLC Strategic Plan document distribution.

- Sandy: we now have our title: Reflect, Reimagine and Reconnect. We are going to use these terms in vision statement. Other communities have taken their terms and defined them in their mission statement as an amalgam of that.
- Pat indicated this should be approved by all library trustees and library director/staff so that it becomes the library mission statement.
- Pat noted reflect on what has changed since the last Strategic Plan and what is to continue.
- Sandy noted we are reconnecting with our past at Ramsdell and Housatonic and reimagining our future. We reflect on our accomplishments as we reconnect with our past and look forward to reimagining a better future, a more inclusive future. Something all of our communities could take pride in our libraries. This include staff training (per Pat), tech and more programming. We have to emphasize staff as well in everything.
- More discussion about goals in the outline handed out.
- Ruby noted Ramsdell library also have chairs for use but little shade and having more trees would be more inviting.
- Donna noted the canopy over the children's garden at Mason has worked well.
- Ruby noted more outdoor green space is needed at Ramsdell and also ADA compliant parking with direct access to elevator for those who need it. There is nothing in the budget for that.
- Ruby also noted with Covid pandemic, more people are using outdoor space for Wi-Fi, even after the library is closed. Making that space more inviting would be helpful, also providing less visibility to passing traffic and give more privacy.
- Sandy also reviewed libraries do not become hanging out spot, outdoor facility if too private may use them in a negative way.
- Ruby noted that a hedge may be another way to provide privacy.
- Sandy noted we need to make sure that the area does not become a place where people will sleep there. People will use wifi outside but not sure about whether the space outside become a place to conduct business but do like having shade. Sandy noted we will be doing focus groups and the survey is in.

2. Review of Accomplishments to Date: mentioned above.

3. Survey Results

- Discussion about what is to be used in the survey was discussed. Charts will be made for demographics, library usage. The comments will need to be utilized that have been written at the end of the survey.
- Ruby noted that Rob had noted not as much survey results from those less than 25 years of age. We could make another survey for that age group and we could engage the

librarians from the schools to give us more information. The time frame would be around the first week after school starts. Sandy noted that she can request some surveys from Railroad Street Youth and do it for the focal groups. Right now may be too chaotic due to starting school and we agreed to do another survey for the youth at another time but not right when the school starts. Ruby agreed to email the superintendent for more info on best time for the survey.

4. Focus Group Meetings

- More discussion about how to conduct the focus group and how to credit those who participate in the conversation. Pat noted that he knows of someone who could work with the information collected and make it into a SP document. Each section of the SP was discussed. The SP from Chelmsford Library for 2020-2025 was introduced and discussed by Sandy. Pat agreed to pull information from this document and reflect on what has changed and what has not, where we need to go. Sandy will start writing up the historical information and mission statements and we can agree on this.

5. User -needs assessment-population analysis.

6. Old business/new business

- Ruby reviewed the need to apply for the CPA urgent grant with deadline of 8/28/23. We reviewed past CPA grant application for the window renovations for the Ramsdell library which was placed as something that will be funded at a later date. It had passed through the CPA committee and headed toward the town meeting but never funded. The request was embedded in the Rob Cullins report. There was no actual architectural design. Rob Cullins will be talking to us about S.O.A.R. at the end of August in a zoom meeting. Ruby and Pat will be working on the CPA grant. Donna requested the zoom meeting to occur in mid-September when the staff has more time. Next meeting will be August 30 at 4PM.

7. Citizens Speak/media time— none.

Adjournment —motion made to adjourn meeting at 5:10 PM.

Respectfully submitted,

Ruby Chang