

**Glenview Public Library Board of Trustees  
Strategic Planning Committee Meeting  
June 14, 2021, 4:00 p.m.  
Conference Room**

**PRESENT:** Winnie Clonts      Ruth Rosenblum  
**(Board)**                      Kathy Vega

**PRESENT:**                      Lindsey Dorfman, Library Director  
**(Staff)**                              Teri Room, Assistant Director  
    Christine Klimusko, Business Manager

**GUEST:**                      Hilary Gabel, Director of Communications

**1.      CALL TO ORDER AND ROLL CALL**

Committee Chair Vega called the meeting to order at 4:00 p.m. and the roll was called.

**2.      UNFINISHED BUSINESS**

None at this time.

**3.      NEW BUSINESS**

**a.      Discussion re: 2022 – 2024 Strategic Plan**

Committee Chair Vega shared the 2019 - 2021 Strategic Plan was developed with new trustees Winnie Clonts and Ruth Rosenblum. The Committee discussed a possible timeline for the development and approval of the 2022 – 2024 Strategic Plan.

Revisions to Strategic Objectives and the overarching goals under those objectives will be discussed at the next Committee Meeting. Committee Chair Vega would like fiscal responsibility incorporated into the Strategic Objectives.

As the Committee prepares the 2022 – 2024 Strategic Plan, the Committee would like to consider community input and discussed using a community-wide survey to

solicit that input. The Committee discussed several aspects of preparing and distributing a survey: determining what survey questions should be included, the timing of the survey, the distribution of the survey and how to encourage the community participation.

Potential survey collection points include, but are not limited to, concerts at Jackman Park, area churches, train stations, the Jewel/Osco locations, Glenview pools, sporting events such as baseball and soccer fields. It was also suggested that the Library offer gift cards from Dairy Bar as an incentive to complete the survey.

The timing of the survey was discussed, and it was agreed that the survey would target a late summer.

Various types of information to be included in the survey were discussed: programming, classes, and library hours were a few topics to include in the survey. Library Director Dorfman would like to include some demographic questions: age, race, size of household, with simple check box responses. The survey should be kept to one page.

Committee Chair Vega would like to consider library staff input as the Committee prepares the Strategic Plan. She would like to know what staff think the library should focus on over the course of the next three years: what are industry trends; what has the Library done well; what has the library not done well. Library Director Dorfman will with her administrative team and department heads to gather staff input.

Library Director Dorfman and Director of Communications Hilary Gabel will prepare a sample survey. The survey questions will be shared with the Committee via email. If the Committee feels there is a need another meeting to further discuss the questions, a meeting will be scheduled. If not, after each Committee member has reviewed the survey questions, members should contact Committee Chair Vega via email, and copy Library Director Dorfman, with any comments, edits, or changes to the questions.

Once the survey results have been tabulated, the Committee will begin the process of preparing the Strategic Plan. The Committee would like to present the 2022 - 2024 Strategic Plan to the Board at the October Board Meeting. This would allow Board

**President Ruter to include the 2022 - 2024 Strategic Plan in his presentation to the Village of Glenview Board of Trustees in October.**

**The Committee discussed the possibility of hosting a Library sponsored “Trustee Meet and Greet” to welcome new and existing Village, Library, and Park District Trustees.**

**The next Strategic Planning Committee meeting will be held Monday July 19<sup>th</sup> at 4:00 p.m. in the Conference Room.**

**4. OTHER**

**None at this time.**

**5. PUBLIC COMMENT**

**None at this time.**

**6. ADJOURNMENT**

**There being no additional business to be brought before the Committee, Chair Vega requested a motion to adjourn.**

**MOTION Moved by Clonts, seconded by Rosenblum, to adjourn.**

**Voice vote taken. All ayes. No nays. Motion carried.**

**The meeting adjourned at 6:02 p.m.**

**Respectfully submitted,**

**Kathy Vega, Committee Chair  
Glenview Public Library Board of Trustees  
Strategic Planning Committee**