

Strategic Plan Task Force Agenda
DRAFT MINUTES
01.27.25 at 9 am
Hayes Room, Kellogg-Hubbard Library

Members: Heidi Parker (trustee), Bridget Asay (trustee), Caity Kaye (Librarian), Nicole Westbom (Librarian), Carolyn Picazio (administrator)

1. Call to order 9:03 am; all members present.
2. No additions or changes to the agenda.
3. Group discusses purpose and scope:
 - a. Posting agendas and minutes – yes
 - b. Group agrees to keep mission statement and goals of 2023-2025 plan, will conduct data gathering and input from staff/board/public for new objectives and benchmarks.
 - c. New plan will be 2026-2028.
4. Assign any leadership roles
 - a. Caity and Carolyn will act as leader of group and secretary.
5. Schedule and frequency of meetings
 - a. Timeline: February plan for data collection. March/April data collection (possible staff brainstorming meeting, board meeting time). May data synthesis. June board retreat. July/August draft, and possible submittal to board/staff for final edits. Goal of September approval by board.
 - b. Meeting monthly, next meetings Monday February 24th and Monday March 24th at 9 am in the Hayes Room.
 - c. For Feb meeting, google drive with prior data will have been reviewed by group. We will discuss data and set tasks for data gathering for the new plan. E.D. invited to Feb meeting for budget input.
6. Other business
7. Adjourned 9:36 am

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