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DEDHAM PUBLIC LIBRARY TRUSTEES MEETING MINUTES
5:30 p.m., March 1, 2022
Virtual Special Meeting

MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Special Meeting with Strategic Plan Consultant
CHAIR	Shirin Baradaran
VICE-CHAIR	
SECRETARY	Annette Raphel
ATTENDEES	Brian Keane (Trustee) Amber Moroney (Library Director) Wes Harrington (Consultant) Marissa Campanella (Library Staff, Strategic Planning Committee) Julie Harvey (Library Staff, Strategic Planning Committee) Alice Johnson (School Representative, Strategic Planning Committee) Nathan Gauthier (Community Member, Strategic Planning Committee) Vicki Castagnola (Community Member, Strategic Planning Committee) Julie McKee (Community Member, Strategic Planning Committee) Tierney Smink (Community Member, Strategic Planning Committee) ML Bell (Community Member, Strategic Planning Committee) Jessica Porter (Planning Board Representative, Strategic Planning Committee)
PUBLIC ATTENDEES	

Call to Order

Shirin Baradaran called the meeting to order at 5:32 p.m.

Discussion and Vote: Strategic Plan Development, including but not limited to:

- ***Presentation by Harrington Management International (“HMI”, hired consultants)***
- ***Discussion with Strategic Planning Committee***

Wes Harrington introduced himself, as he is our consultant to help with the important strategic planning initiative, and took us through a presentation outlining responsibilities, expectations and a timetable. The

introduction to Harrington Management included the recent and relevant work completed with the Hyannis Library.

Strategic Planning is a tool that provides guidance and includes goals, actions steps and resources. It is best used at every board meeting to ensure that discussions and decisions are consistent with desired outcomes. A strategic plan can have a finite ending (generally 5 years) or be rolling with achievements (generally 3 years) monitored and new goals added.

Ground rules were shared to encourage the process to be upbeat, aspirational and open and to have members reach consensus, if not unanimity.

There are basically three phases:

1. Discovery and data collection (2-2 1/2 months)
 - a. Gathers the input of stakeholders
 - i. Perceptions of the library from staff, board, committee: threats, strengths, weaknesses and opportunities
 - ii. Perceptions and feedback from the public: aspirations, results, strengths, opportunities
 - b. Ascertains current and aspirational library contributions to the community
 - c. Looks at library trends in general
 - d. Seems to be a relatively quiet phase for the committee which will be presented with a draft report of findings
2. Planning (2-2 1/2 months)
 - a. The committee becomes the idea creators using gathered data
 - b. Generally involves about 8 hours of meetings which will be in optimally 2, or perhaps 3, meetings
3. Finalization (1 month)
 - a. Confirm goals (generally 4-6)
 - b. Aiming for September 1st
 - c. Socrates-the plan should not be about fighting the old but planning the new

The basics of any plan include looking at mission, vision and values

Questions from the committee included

1. The amount of comparison data to other libraries in the area
2. How the data translates into action
3. Where the questions used in data gathering come from and how they are vetted
4. How we gather valuable information from non-users of the library

Members of the town's strategic planning committee offered excellent advice about expanding our efforts to collect data including:

1. Using many methods to gather information including, but not limited to, Zoom
2. Offering food at some open forums
3. Making use of places where people already gather – The Flag Day parade, Farmer's Market or other town-wide events.

Homework to Committee members

1. Read information on preparation for Strategic Planning, especially the list of dos and don'ts

2. Rate the progress made on the current strategic plan, drafted in 2018 and set to expire this year
3. Participate in the wants and needs exercise

Old/New Business*

Brian Keaney alerted the board that there may be a question about the proposed bylaw changes to be considered at the next Town Meeting, and due to go to press, probably on Friday.

Adjournment

Annette Raphael made a motion to adjourn at 6:29, seconded by Brian Keaney, and affirmed by Shirin Baradaran.