

# **DEDHAM PUBLIC LIBRARY**

## **BOARD OF TRUSTEES MEETING MINUTES**

**DATE:** Saturday, June 18, 2022

**LOCATION:** Endicott Branch, Dedham Public Library, 257 Mt. Vernon Street, Dedham, MA

**SCHEDULE:** 9:00 am – 12:00 Noon

**NOTES:**

---

- 1) This meeting was conducted with the singular purpose of beginning the strategic planning process for the Dedham Public Library for the period, 2022-2025. The June 18, 2022 meeting was the first of three (3) special sessions devoted to creating a new three- or five – year strategic plan for the institution.***
  
  - 2) This meeting was a hybrid meeting, conducted both in-person and via ZOOM Video Conference due to the desire to have as many members participate as possible from the DPL Board of Trustees and the DPL Strategic Planning Committee.***
- 

**MEETING CALLED TO ORDER:**

The June 18, 2022 meeting of the Board of Trustees of the Dedham Public Library was called to order by DPL Trustee, Tom Turner, at 9:02 am. Mr. Turner presided over the session in the absence of Trustee President, Shirin Baradaran who was unable to attend due to a previous work commitment. Members of the DPL Strategic Planning Committee were invited to attend and participate in this special session.

**MEETING SUMMARY:**

The first strategic planning session for 2022 for the Dedham Public Library took place on Saturday, June 18<sup>th</sup> at the Endicott Branch. Eleven (11) individuals (*plus, the planning facilitator*) attended the session in person while one (1) additional person attended the session via ZOOM video conference, for a total of 13 participants.

The meeting began at 9:00 am and concluded at 11:45 am. The session was facilitated by Wes Harrington, President, Harrington Management International, a strategic planning consultancy, engaged by the Library's Board of Trustees.

This report will summarize the major activities and commentary that evolved during this process. While this report has captured the significant threads of discussion and outcome, it does not attempt, herein, to assign attribution in this report to any specific participants for their individual comments or actions unless necessary to explain a particular discussion situation.

## **PARTICIPANTS:**

The following individuals (presented in alphabetical order) participated in the first planning session:

- Mary Louise (ML) Bell, Member, Strategic Planning Committee [*Attended virtually*]
- Marisa Campanella, Library Staff; Member, Strategic Planning Committee
- Vickie Castagnola, Member, Strategic Planning Committee
- Julie Harvey, Library Staff; Member, Strategic Planning Committee
- Alice Johnson, Dedham High School Representative to the DPL Strategic Planning Committee
- Julie McKee, Member, Strategic Planning Committee
- Rachel Miller, Member, Strategic Planning Committee
- Amber Moroney, Library Director; Member, Strategic Planning Committee
- Jessica Porter, Dedham Planning Board; Member, Strategic Planning Committee
- Crystal Power, Library Trustee; Member, Strategic Planning Committee
- Annette Raphel, Library Trustee; Member, Strategic Planning Committee
- Tom Turner, Library Trustee, and Acting Strategic Planning Chair

As noted earlier, Wesley E. Harrington, CAE, President of Harrington Management International and consultant to the Dedham Public Library, facilitated the session and guided the attendees through the strategic planning process.

## **AGENDA:**

The Agenda for the June 18, 2022 DPL Strategic Planning Session #1 was:

- Review and Revise (*if necessary*) DPL's Current Mission-Vision-Value Statements
- Conduct a Has-Wants Exercise
- Begin Preliminary Goal Setting For the Next DPL Strategic Plan
- Prepare for Planning Session #2 on Saturday, July 9, 2022

## **OUTCOMES:**

The DPL Strategic Planning Committee process on June 18, 2022 resulted in the following outcomes:

1. The Committee reviewed and offered potential revisions to the Library's Core strategic focus: its Mission, Vision, and Value Statements. The reconsideration and rewriting of the institution's Mission Statement, Vision Statement and Values Statement was undertaken in order to comport to the current operating realities of the Library. When finally approved on July 16<sup>th</sup>, these strategic visionary statements will form the basis through which all future strategic goals will be evaluated.
2. The group conducted a special exercise (*Has-Wants Exercise*) to determine what the Library needs in order to move forward with a new operating environment for the institution which will more successfully meet the needs of the Dedham community.
3. The committee began its work of establishing the strategic initiatives for the Library for the upcoming strategic planning period. During this part of the session, the committee members approved and/or developed five (5) strategic initiatives for further development and approval for incorporation into the next strategic plan for the Library. During the next Planning Session on July 9<sup>th</sup>, these goals will be further reviewed and evaluated. Once the goals are finalized, the Planning Committee will begin, in earnest, developing the steps necessary to achieve these concepts.

**OTHER BUSINESS:**

There was no other business presented at this meeting.

**NEXT MEETING:**

The Board of Trustees and members of the DPL Strategic Planning Committee will meet on Saturday, July 9, 2022, at the Endicott Branch, for the 2<sup>nd</sup> session in the 2022-2025 strategic planning process for the Library.

The 3<sup>rd</sup> and final DPL Strategic Planning Session will take place on Saturday, July 16, 2022, also at the Endicott Branch of the Library.

**ADJOURNMENT:**

The Board of Trustees Meeting was adjourned at 11:45 am by Mr. Turner.

**Prepared by:**

Wesley E. Harrington, DPL Strategic Planning Consultant and Group Facilitator

June 20, 2022

---