



The Beacon Falls Public Library

Library Board of Trustees

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April 13, 2016

Library Board of Trustees Strategic Plan Subcommittee Workshop Notes (Draft Copy – Subject to Revision)

- I. Call to Order/ Pledge of Allegiance: The Strategic Plan Subcommittee workshop was called to order at 6:00 p.m. in the Connie Christensen Children’s Room of the Beacon Falls Public Library.

Present: Anne O’Dell, Barbara Betkoski, Randi Bellemare, Jessica DeGennaro and Library Director Susan Dowdell

- II. Review of Agenda
Report on Capital Plan; Report on Transform Your Library workshop; and Library closure for staff meeting on May 4th were added.

S. Dowdell reported that BOF did not approve capital plan requests. Asking that BOS designate the 35 Wolfe Avenue property for the library / community center project

S. Dowdell reported that she attended a Transform Your Library boot camp with other library directors. If State Library gets the Institute of Museum and Library Services grant and holds longer trainings, she would like to send L. Setaro & A. Enquist to be BFPL’s “innovation team.” Aspects of the process will be used throughout the strategic plan process and action items.

- III. Best practices of CT State Libraries – where BFPL stands

S. Dowdell shared BFPL’s progress toward the State Library’s Best Practices Document. The document rates libraries according as benchmarks and scores them as meeting Essential, Enhanced or Exemplary levels in terms of library service.

Using the benchmarks, BFPL ranked below essential levels in terms of facilities and staff. Facilities benchmarks pertained mostly to size, safety and accessibility.

Staff benchmarks which were not met focused on the need to conduct annual staff performance evaluations, the number of full-time equivalent staff members, and the need for more continuing education hours for staff members.

The areas that BFPL almost meets the Essential level (which can be addressed in the strategic plan with some slight modifications/improvements) are Resources & Services

Benchmarks, Finance Benchmarks and Governance Benchmarks. The governance benchmarks site the need to improve advocacy efforts and have the Library Board adopt additional policies as well as create a schedule for reviewing policies on a regular basis.

IV. Strategic Plan

A. Staff input for Strategic Plan Goals

S. Dowdell requested that the library be closed to the public on Wednesday, May 4th so the staff can work on the strategic plan and subsequent building program which will be needed as part of the finished document.

B. Review Goals and Objectives with possible actions

S. Dowdell shared the Goals, Objectives and Action Plan items which were created in concert with staff at their last staff meeting.

The trustees rated action items as either (1) definitely needed and doable, (2) good idea that can be accomplished with some tweaking, (3) great idea that may be very difficult to accomplish or (4) no marking, meaning the trustee felt it was none of the above. The results will be collated with that of the staff members to develop the action items to include in the strategic plan.

V. Announcements/adjournment

The next Strategic Plan Subcommittee workshop will be held on **Wednesday, May 11, 2016** at 6 PM in the library immediately before the next regular monthly Library Board meeting. The workshop ended at 6:58 PM.

Respectfully Submitted,

Martha Melville
Library Board Clerk