

**DIGHTON PUBLIC LIBRARY  
BOARD OF TRUSTEES &  
STRATEGIC PLANNING COMMITTEE  
MINUTES  
January 29, 2020  
6:30 PM**

Call to Order Strategic Planning Committee Meeting

Roll Call – Ron O’Connor, Chair of the Board of Trustees, called the meeting to order at 6:30

Ron O’Connor, EveMarie Cabral, Alison Cembalisy – Dighton Library Board of Trustees

Lorie Van Hook, Jocelyn Tavares – Dighton Public Library Staff

Mallory Aronstein – Dighton Town Administrator

Kristin Tavares – Communications Secretary of the Dighton Elementary PTO

Margaret Lawrence, Skip Burns, Erin Cunha, ESC Consultants

New Business

- Introductions between committee members and ESC and what ESC does and their approach to planning
- ESC Kickoff
  - Discussion including committee’s role in the planning process, including the work and time commitment.
  - ESC reviewed the current Dighton Public Library mission and vision statement.
  - ESC recommended simplifying the next strategic plan would make a more realistic and actionable plan for the library to accomplish.
  - Next step is for ESC to interview stakeholders in Dighton to get thoughts of libraries and the Dighton Public Library’s direction, in general. The committee brainstormed potential interview candidates for Jocelyn and Skip to contact for scheduling interviews.
  - The committee brainstormed additional interview questions, using ESC’s sample questions as a starting point.
  - The committee set the following meeting dates:
    - Saturday, March 7 at 8:00 am at Dighton Town Hall where ESC compiles their analysis of the interviews. The committee will undergo SWOT analysis (the library’s strengths, weaknesses, opportunities, threats) and determine areas of improvement for the library.
    - Review the current vision and mission statement to determine how it may or may not fit given the prior outcome of SWOT analysis.
    - Saturday, March 21 at 8:00 am as a working meeting will determine the future state of the library and work on a roadmap to get there.

- Wednesday, April 15 at 6:30 to provide feedback and support for the first draft of the strategic plan. Jocelyn and ESC will have drafted a draft from the previous two meetings' of findings.

#### Questions/Input

Adjournment – Alison moved to adjourn this meeting. Eve seconded. Meeting adjourned at 7:50

#### Call to Order Board of Trustees Meeting

Roll Call – Ron O'Connor called the meeting to order at 7:53.

Ron O'Connor, EveMarie Cabral, Alison Cembalisty, Jocelyn Tavares

#### Old Business

- Jocelyn presented the library budget and highlighted the changes from FY20 to FY21. Eve moved to approve the FY21 library budget. Further discussion followed about increasing the Director salary line by 2% to follow the other salary lines.
- Alison moved to increase the librarian salary, line 5105 by 2%, for \$1,180. Eve seconded. Motion was approved.
- Eve moved to approve the FY21 library budget with the amendment of line 5105. Alison seconded. Motion was approved.

Board of Trustees performed the Library Director performance review and established goals for calendar year 2020. All satisfied with the result.

Eve moved to adjourn meeting. Alison seconded. Meeting adjourned at 8:41.