

*DRAFT*

Weston Public Library  
Special Meeting Strategic Planning Committee  
Wednesday, March 3, 2021, 3:00 PM  
via Zoom

Draft Minutes

Attendance: Anne Hunt, Amy Sanborn, Karen Tatarka, Sharon Murphy, Barbara Groves

The meeting was called to order at 3:03 p.m. Member Sanborn

1. **Discussion of Strategic Planning Self-assessment Tools:** Director Tatarka reviewed steps for producing the new strategic plan, including use of PLA standards and updating union job descriptions in collaboration with staff members. Director Tatarka sees staff input and professional development as ways of empowering staff and moving the Library forward. It was suggested that a set schedule for reviewing staff positions should be adopted, possibly every five years. There was discussion about how detailed job descriptions should be as well as how our salary schedule compares with others in our (group? FLAG?). Director Tatarka and staff will address the Best Practices, and committee members will later review them.
2. **Discussion of Additional Tools:** The committee discussed whether the Association of Connecticut Library Boards' 2020 self-assessment tool should be completed individually or as a group. Committee members feel that it is preferable that each Board member complete it, and the committee plans to discuss this at the April Board meeting. Committee members will complete the Best Practices survey individually. Member Sanborn referenced a document she created for new Board member orientation in January 2020. This document can be shared with all Board members, if appropriate. Director Tatarka will prepare a brief synopsis of tools and send a document about initial steps to the entire Board.
3. **Adjournment:** Member Sanborn moved to adjourn, Member Murphy seconded, and the motion passed unanimously. The meeting was adjourned at 3:56 p.m.

Respectfully submitted,  
Barbara Groves

Secretary