

Williamson County Public Library
Strategic Planning Committee Meeting Minutes

Wednesday, March 24, 2021 – 2:00 p.m.

Staff Present: Jason Gavin, Operations Administrator; Margaret Brown, Tech Services; Amanda Jones, Bookkeeper;

Staff Attending Online: Lon Maxwell, Bethesda Branch Manager; Jeffie Nicholson, Adult Services Manager

Trustees Present: Amy Baggett, JeNan Merrill

Others Present: Janine Moore, Library Foundation

The meeting began at 2:05. The meeting was held in the Learning Lab.

Ms. Merrill and Ms. Baggett welcomed the group and thanked everyone for their work on the Strategic Plan. Committee members were asked to share about the process – how it had been to work on this and what they had learned.

Ms. Merrill said she had told the board that as far as she knew, this was the first time the staff had participated in forming the Strategic Plan. This is a good thing - for those who know the library well and “make things work” at the library to have an opportunity to set goals for the future.

A draft had been sent to the committee the day before the meeting. The group went through each section of the draft and commented on changes needed. In general, the committee was in agreement as to what needs to be included and how it can best be presented in the final Strategic Plan document.

Ms. Jones had done some preliminary work on revising the draft, all of which was approved by the committee, and will be of great help in completing the final version.

Ms. Baggett summarized by stating that the more concise the document, the clearer and more workable it will be. She also asked that it be as eye-catching as possible, and Ms. Jones said they would work on that aspect.

Mr. Gavin made extensive notes during the meeting on revisions needed and at the conclusion read them to the group. He and Ms. Jones will work together to pull the final draft together and send it to the committee for review by Monday, April 5.

The Strategic Plan will be shared with the board at the April 15 meeting. Any committee members are welcome to attend. Ms. Baggett and Ms. Merrill look forward to sharing this good work with the board and do not anticipate any problems going forward.

The final version will be posted on the library website and will be shared with all staff, the Friends groups, the Foundation, and county officials through email.

Ms. Merrill stated that the Strategic Plan should be reviewed annually and adapted as needed.

This should be the last Strategic Plan committee meeting, as the task will be complete after the revisions are made and the final document is approved by the board.

Respectfully submitted,
JeNan Merrill