

LONG RANGE PLANNING COMMITTEE MTG.
MIDLOTHIAN PUBLIC LIBRARY
September 29, 2017

Jennifer Cottrill, Library Director
Ruth Becker, Library Board President
Mary Chiz, Library Board Trustee

The meeting was called to order at 1:02pm in the small conference room.

We reviewed the progress that had been made on the Long-Range Plan for the last 6 months since the plan was approved by the Board.

SI1: G1: 3 [Strategic Initiative 1, Goal 1, Point 3] Public Restroom Upgrades—
Jenni informed us about the idea for creating 3 unisex / Family restrooms rather than keeping a Men's restroom and a Women's restroom. This approach would also include a storage closet accessible from the large meeting room. Her meetings with the building architect on Oct. 2nd and the Capital Needs Assessment consultant on Oct. 4th will influence this approach and its priority on the building improvements list.

Mary provided Jenni with an article about developing a computer station with adaptive technologies to help patrons with special needs. This could become a wish list item for the Friends of the Library.

Under SI1: G2: 5 Major Technology Purchases—
Add in a Simple Scan machine for FY2019.

SI2: G1: 4—Mary suggested creating a 3-ring binder with examples of current mailers, flyers and newsletters with post-its added about branding consistency. This could become an easy visual reference for new staff tasked with creating materials and a step towards developing a Graphic Standards manual for branding consistency.

SI2: G2: 5—change Palos Heath to Palos Health Care.

SI3: G3: 2 & 3—Ruth suggested defining “selectors” with the addition of the words “(library staff).”

SI3: G5: 4—Mary suggested alternative story time programs for adults, or inter-generational story times with grandparents and children.

Jenni will include the updated LRP in the next board mtg. mtl. for October with these notes included.

The meeting was dismissed at 2pm.