

# TLN Strategic Planning Committee

## Meeting Minutes

Friday, February 12, 2021 at 11:00a

Present: Karen Knox, Eva Davis, Michael Cummings, Jenny Marr, Steve Bowers

Absent: Devan Green, Cindy Mack, Carrie Ralston

1. Review of minutes from 1-29-2021
  - a. No changes to report
2. Report from Steering Committee meeting on 2-5-2021
  - a. Karen K and other committee members attended the Steering Committee meeting on 2-5-2021 to report on committee progress. Karen K reported on our committee's work on mission and vision so far, and she asked about the last part of the committee's charge regarding determining when to review the Plan of Service, and the steering committee advised that it's not something our committee needs to worry about as it's supposed to happen annually per the bylaws.
3. Committee page on TLN website: <https://tln.lib.mi.us/committee/planning/>
  - a. Steve also created space on Google drive for committee documents:
    - i. Folder at: [https://drive.google.com/drive/folders/1oG4\\_wOdMHaiA5sI5qR-Cogk857ugj331](https://drive.google.com/drive/folders/1oG4_wOdMHaiA5sI5qR-Cogk857ugj331)
    - ii. Shared doc on mission/vision drafts: <https://docs.google.com/document/d/10ME6hNAHfjhFeggZMi25GcpNi14thSYyAsTqG8J-Ryc/edit?usp=sharing>
4. Review committee members' drafts for a new TLN mission statement
  - a. Thanks to committee members who submitted draft language for mission and vision. Those we had were captured in the shared doc (link above). Much discussion followed. Words of interest were highlighted in the document for further discussion.
  - b. Current working drafts:
    - i. The mission of TLN is to create a vibrant, collaborative partnership among member libraries, driving access to shared services, technology, resources, and expertise.
    - ii. Vision: TLN supports, educates, and encourages its member libraries to be leaders in excellence and innovation.
  - c. Please continue to review these drafts and add further thoughts to the working draft document for further discussion at our next meeting on 2-26-2021.

### Next Steps:

1. Next meeting on 2-26-2021 at 11a to continue discussion on mission/vision. Please bring ideas.
2. Steve to provide group with summary of initial survey to direct questions for strategic planning survey.
3. Begin to draft questions for survey to TLN members on strategic direction. Some ideas in the draft doc.
4. Karen K to send agenda and Zoom for next meeting separately.

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Committee Reminders:

#### Committee Members

- Karen Knox (Orion Township Class V) – co-chair
- Eva Davis (Canton Class VI) – co-chair
- Michael Cummings (Flat Rock Class IV)
- Devan Green (Pontiac Class VI)
- Cindy Mack (Brighton Class V)
- Jenny Marr (Ferndale Class IV)
- Carrie Ralston (Walled Lake, Class II)
- Steve Bowers (TLN Executive Director)

Email list for committee discussions: [planning@lists.tln.org](mailto:planning@lists.tln.org)

Committee page on TLN website: <https://tln.lib.mi.us/committee/planning/>

#### Committee Charge Review

- Working in consultation with the TLN Board and Executive Director, the Strategic Planning Committee will:
  - Develop a new Mission Statement and Vision Statements for TLN
  - Develop a TLN Membership survey for Strategic Planning purposes
  - Set Priorities and Goals
  - Define the framework for a Three-year Strategic Plan
  - Determine when to review the Plan of Service