

WLS Board – Strategic Committee

February 7, 2022

In attendance:

Karen Zevin (District 1)
Jonathon Marshall (District 2)
Karen Kelley (District 12)
Francis Okelo (District 14), Committee Chair
Terry Kirchner, WLS Executive Director

Meeting began at 6:01 PM.

Francis Okelo reviewed the meeting agenda and reminded those in attendance of the discussions held during previous meetings and the progress made to date by the committee., including:

- Mission, vision and overview statements (Completed)
- Review of current structure and operations of WLS (Completed)
- Revision of the strategic goals to implement the mission and vision statements (Ongoing)

The strategic goals three core elements are:

- Promote equity and access
- Expand community/member library/partner engagement
- Update and improve our infrastructure.

These three core elements stress several areas of importance:

- Collaboration and cooperation within WLS, with the member libraries and with outside organizations
- Maintenance of a consistent flow of information and public relations to keep the public, library staff and library trustees informed
- Ongoing vigilance for the unexpected and a willingness and ability to adjust accordingly to keep libraries relevant in their communities.

The committee reviewed the document, *WLS Strategic Goals 2022-2024 – Working Document – revised*, that was last updated on December 22, 2021. Changes to the document included:

Under the **Promote Equity and Access** section:

- Update the third bullet point to read: “Advocate for and provide leadership and partnership on digital equity and literacy for all residents of Westchester County.”

Under the **Expand Community/Member Library/Partner Engagement** section:

- Add a third bullet point: “As an organization (trustees, staff and volunteers), communicate and embody the mission and vision statements.”

Under the **Update and Improve our Infrastructure** section:

- Add a third bullet point: “Maintain and support an agile environment that proactively increases awareness of and responds to trends, external factors and social issues that impact public libraries.”

The next scheduled meeting is Monday, March 7, 2022, at 6 PM.

The meeting adjourned at 7:14 PM

Meeting notes submitted by Terry Kirchner

WLS Strategic Goals 2022-2024 – Working Document – revised

As WLS moves forward on these strategic goals, it recognizes that ongoing communication and engagement is a critical and required activity that must occur within each of the goals to achieve success.

Promote Equity and Access

Statement: Hold equity and access as core values and advance those values within WLS and through our partnerships

Action Items:

Provide equity, diversity, and inclusion (EDI) and trauma-informed professional development opportunities for WLS and member library staff and trustees.

Review existing WLS policies and procedures, as well as programs and services, to identify and remove biases to assist in the attraction and retention of staff and trustees reflective of the diverse populations in Westchester.

Advocate for digital equity and literacy for all residents of Westchester County.

Expand Community / Member Library / Partner Engagement

Statement: Be actively engaged with communities throughout Westchester, especially the unserved and underserved.

Action Items:

Help create awareness of and connections to services and resources provided by WLS, the member libraries, and partners such as local nonprofits and County government.

Use Census and other data sources to identify community needs and shifts in demographics as a way of developing and sustaining relevant programs and services.

Update and Improve our Infrastructure

Statement: Continuously update and improve the WLS operational and technological infrastructure.

Action Items:

Update and expand the business continuity plans for WLS to incorporate short-term and long-term operations and sustainability of all aspects of the organization.

Consistently review and update the administrative, community engagement, and technology services provided to the member libraries and the communities served.

WLS Strategic Goals 2022-2024 – Working Document – revision 2

As WLS moves forward on these strategic goals, it recognizes that ongoing communication and engagement is a critical and required activity that must occur within each of the goals to achieve success.

Promote Equity and Access

Statement: Hold equity and access as core values and advance those values within WLS and through our partnerships

Action Items:

Provide equity, diversity, and inclusion (EDI) and trauma-informed professional development opportunities for WLS and member library staff and trustees.

Review existing WLS policies and procedures, as well as programs and services, to identify and remove biases to assist in the attraction and retention of staff and trustees reflective of the diverse populations in Westchester.

Advocate for **and provide leadership and partnership on** digital equity and literacy for all residents of Westchester County.

Expand Community / Member Library / Partner Engagement

Statement: Be actively engaged with communities throughout Westchester, especially the unserved and underserved.

Action Items:

Help create awareness of and connections to services and resources provided by WLS, the member libraries, and partners such as local nonprofits and County government.

Use Census and other data sources to identify community needs and shifts in demographics as a way of developing and sustaining relevant programs and services.

As an organization (trustees, staff and volunteers), communicate and embody the mission and vision statements.

Update and Improve our Infrastructure

Statement: Continuously update and improve the WLS operational and technological infrastructure.

Action Items:

Update and expand the business continuity plans for WLS to incorporate short-term and long-term operations and sustainability of all aspects of the organization.

Consistently review and update the administrative, community engagement, and technology services provided to the member libraries and the communities served.

Maintain and support an agile environment that proactively increases awareness of and responds to trends, external factors and social issues that impact public libraries.