

# **FREMONT PUBLIC LIBRARY DISTRICT POLICY & PLANNING COMMITTEE MEETING MINUTES**

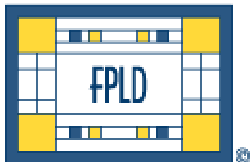
A meeting of the Policy & Planning Committee of Board of Trustees of the Fremont Public Library District was held on August 13, 2010.

Committee Chair Merrill Nuss called the meeting to order at 3:12 pm.

Attendance: Committee members Merrill Nuss and Robert Freese; Library Director Scott Davis. Board President Janice Powell arrived at 3:14pm. Committee member Ken Erickson arrived at 3:18pm.

1. Concerns of the Public – None.
2. A draft of the Strategic Plan report was presented for discussion. This draft was the second version. The first draft was reviewed and revised by the Steering Committee. Any changes made by the Policy & Planning Committee will be incorporated into a third draft which will then be distributed to the Board and then staff for review. A final draft should then be ready for approval by the Board.  
The plan is organized into two main sections: 1. Goals, Objectives and Activities; 2. Organizational Competencies and Initiatives. Anticipated dates of completion have been attached to each part of the plan. Whenever possible, measurable objectives were included in order to gauge the success of our efforts. In cases of determining patrons' attitudes and awareness of certain services, surveys will need to be conducted.  
The cost of implementing these goals will need to be determined based on whether or not the goal is "revenue neutral". Some services will not cost anything more than current expenditures, but some may require additional materials, staff, furnishings and construction.
3. Several policies were discussed for revision. Circulation and Inter-Library Loan policies need to be adjusted to reflect changes in van delivery and the impact these changes will have on our collection. The policy on Benefits - IMRF is up for revision to remove a figure from the policy that changes every year. The Emergency & Disaster Plan is being modified to remove emergency contact phone numbers from the main policy and instead list them as an appendix. This way phone numbers can change without requiring the policy to be submitted for revision.
4. The meeting was adjourned at 4:53 pm.

Approved 08/19/10



**Fremont Public Library District**  
1170 N. Midlothian Dr.  
Mundelein, IL 60060

**(847) 566-8702**  
**Fax: 566-0204**