

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Location: Villa Park Public Library (Library Annex)  
317 S. Ardmore, Villa Park  
Special Meeting / Strategic Plan Retreat  
October 5, 2013  
9:00 a.m.**

Trustees Present: Dan Hippensteel, Pat Hubbard, Stan Kosek, Michelle Geyer-Ross, Matt Matkowski, Mark McCleary.

Public Present: Lynn Hippensteel, Lydia Hodges, Dianne Luebker, Meredith Meder,

Staff Present: Sean Birmingham, Martha Bledsoe, John Bradford, Sandra Hill, Susan McKean, Jeff Sand.

Executive Service Corps of Chicago Representatives: Mike Christ, Susan Schaffrath, Ken Yoshitani

Representatives from Executive Service Corps presented the group with the results of the surveys and interviews.

There was a general discussion of goals and objectives with a SWOT analysis being conducted. Strengths included dedicated, creative staff, the Library's central location, the warm & welcoming atmosphere as patrons enter Library, its collections, programs & use of technology. Leadership's experience in stretching resources, LINC membership, support from the Friends & village leaders are strengths also. Weaknesses include age of the building, space, lack of dollars, limited parking, number of PT staff, not enough time for learning, team approach to training is not available, limited marketing & branding, diversity of staff, e-book availability, space for teens, staff, and programming is lacking, need for quiet areas, and inaccessibility of some collections. Opportunities included exploring internships, alternative funding, grants, more collaboration w/other agencies, outreach, staff training, converting to district library, activity center, volunteers, referendum, community leader engagement, technology, remodeling, web site redesign & foundation work. Threats include limited funding, space constraints, age of building, PT/FT staff proportion, resistance to change (staff), technology diminishing need for library, changing demographics, competition for tax dollars, tax cap, lack of home rule, etc.

Four goals were identified and four workgroups were formed with two co-chairs being assigned. Each workgroup was assigned with the task of meeting in the next two months to identify action steps, measurable outcomes, resources needed, and timeframes.

The strategic plan retreat concluded at 2:10 p.m.

Respectfully submitted,

Sandra D. Hill  
Recording Secretary