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# Henrietta Public Library Board of Trustees Strategic Planning Committee Charge Statement

Approved June 2021

Reviewed February 2024

## Purpose and Scope of the Committee

Participate in the development and ongoing measurement/assessment of HPL's strategic plan, adhering to the requirement set forth within the NYS Minimum Standards for Libraries.

## Committee Organization and Reporting Structure

- Committee reports to the Board of Trustees of the Henrietta Public Library.
- Committee is led by the Committee Chair.
- Committee will consist of board members, library staff, and community members.
- Committee will provide written reports about its meetings, prepared recommendations, and actions.
- Committee makes recommendations to the full Board for the Board's review and approval.

## Charges

- Apply the NYS Minimum Standards for Libraries.
- Develop a strategic plan for HPL.
- Establish and manage accountability for delivering the strategic plan.
- Keep the HPL Board informed on strategic plan progress, issues, and needs.

## Meeting Frequency

To be determined.

## Term length

Members serve one-year terms.