

**Henrietta Public Library
Board of Trustees**

**Strategic Planning Committee
Charge Statement**

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.

Approved June 2021

Reviewed January 2023