

Brooks Memorial Library
Brattleboro, Vermont
Strategic Planning Committee
Meeting of June 16, 2016
4:30 p.m. Library's Local History Room

Minutes

Present: Trustees: Committee Chair, Jane Southworth; Recording, Howard Burrows; Pam Becker; Connie Bresnahan; Jennifer Lann; Susan Troy. Staff: Library Director, Starr LaTronica; Children's Librarian, Lindsay Belville. Public: Elizabeth Tannenbaum.
Absent: Reference Librarian, Jeanne Walsh

1. Call to Order: Jane called the meeting to order at 4:30pm
2. Review and Adjust Agenda: No changes
3. Review and accept minutes of May 16, 2016
 - a. Some discussion of level of detail. Minutes accepted without change.
4. Public Comment: None
5. Discuss Community Conversation meetings of May 19 and 23, 2016. What did we hear and what did we take from it?
 - a. Starr LaTronica reviewed and commented on recorded public ideas
 - i. ACTION: Starr will forward recorded comments to the group
 - ii. ACTION: Pam and Jane will look for natural groupings and consensus issues
 - b. Committee members: Effort will be made to find Friends participant
 - c. Others: Starr and others have heard positive comments; there have been new contacts with bookmobile and bookstore affiliate programming
6. Plan further outreach
 - a. visits
 1. to whom
 - a. We generated a list of possible contacts; also need to target invitees in specific areas: services to kids, technology
 - b. ACTION: Starr will type these and send to group
 - c. ACTION: Howard will contact Town Planner to discuss strategy for more complete sampling
 2. by whom: everyone
 3. when: some special, others at various town sites and events (July 4)

4. organize how? Specific to occasion
- b. Survey- in person and on-line
 1. develop questions
 - a. Discussion of whether questions should be open or explicit; agreed that we need both depending on community and context of questioning
 2. discuss implementation
 - a. ACTION: Starr and Jane will select samples from past questionnaires and send to group
 - b. ACTION: Everyone will suggest minimal set of five appropriate for all participating
7. Other discussion of planning effort
 - a. schedule
 - b. deadline
 - c. meetings weekly? Every two weeks; next meeting June 30, then July 14.
8. Adjourn: Jane adjured at 6:00pm