

Brooks Memorial Library
Strategic Planning Committee
DRAFT MINUTES
June 30, 2016
4:30-6p.m. Local History Room

Present: Jane Southworth, Chair; Pam Becker, Susan Troy, Howard Burrows

Staff: Starr Latronica, Jeanne Walsh, Lindsay Belville

Others: Joyce Marcel, chair of Friends' Board

Absent: Elizabeth Tannenbaum, Connie Bresnahan, Jennifer Lann

1. Call to order at 4:35 p.m.
2. Agenda- add Howard's discussion with Rod Francis
3. Public Comments- none
4. Minutes of June 16, 2016 approved
5. Old Business:
 - a. more members- Joyce Marcel (chair of Friends' Board) stated that she was looking for someone else on the friends to attend these meetings. Southworth stated that any Friends who want to come are welcome.
 - b. Addition to agenda: Howard reported that he had a long and productive meeting with the Town Planner, Rod Francis. Planning office has lots of data and lists, and Rod can help evaluate how well we are currently serving all segments of community. Planning office has much useful information, and Rod can be a resource if we want. Howard opined that planning ought to be an on-going activity.
 - c. Community conversations: committee briefly discussed lists of ideas/thoughts generated at these meetings, looked over Jane's placing of "to-do" type items under our current plan's five Service Responses. Consensus was that we do not need to discuss these further at this time.
6. New Business:
 - a. Outreach: the discussion combined both the on-line survey and –personal outreach. We discussed the point made by Elizabeth Tannenbaum in an email to Jane/Starr that perhaps we do not need to do so much more. Conclusion was that the nature of the time in which this plan is being developed is very different from the last (new activities in library world and new Director) and that more outreach is needed.
 1. **Online-survey:** Starr wants to get the on-line survey going before we start the outreach. We discussed the questions supplied by Jane from on-line source which are similar to those used for last survey. We do not want to duplicate the last survey as things are changing.
 2. ACTION ITEM: Starr will revise the on-line survey using group feedback where useful. A draft survey will be circulated to the group before the next meeting, **group to respond with**

comments, Starr to collate comments and have a **draft survey available before July 14 meeting**.

3. **In-Person survey**: The in-person survey might be individual or at the meeting of a group we wish to reach out to, or by tabling, or other as yet undetermined methods.

We discussed how the process might go, using an initial 4-5 questions, and then having more questions in reserve if appropriate. It might go something like this:

“Hello, we’re from the library and have some questions for you- we’re interested in how to make the library better, but to do this, we need to know something about you. For instance, what kinds of things you’re interested in, what you like to do.”

After a discussion, a follow up questions might be : “ How can the library support you? How can we be part of your life?

We also might ask: “Do you ever come to the library, and for what?” and “Do you ever access the on-line resources of the library, such as downloading books?”

More discussion ensued, suggestions were made that we could take library tablets for display; that we might have an article in the paper about the outreach program and how to participate; what to do about people who have trouble reading. It was clear that the committee did not have enough time to come to consensus on what and how to do this.

ACTION ITEM: Starr, Jeanne, and Lindsay will collaborate on developing questions and methods for in-person outreach. As with the on-line survey, they will circulate a draft to the committee, collate responses, and we will have a new draft on July 14 to finalize.

Related Note: Starr indicated she would like to spend parts of time until perhaps end October doing outreach. A specific calendar was not developed.

Next Meetings: July 14, 28; August 10, 25. Local History Room if possible, 4:30 p.m.
Meeting adjourned at 6:00 p.m.