

BROOKS MEMORIAL LIBRARY
Strategic Planning Committee
Minutes of Meeting
September 22, 2016 4:30 p.m. Local History Room

Present: Jane Southworth, Starr Latronica, Jeanne Walsh, Lindsay Belville, Connie Bresnahan, Howard Burrows, Kate Wylie, Elizabeth Tannenbaum
Absent: Pam Becker, Susan Troy, Jennifer Lann

1. Call to order at 4:35 p.m. by Chair Southworth
2. Agenda reviewed, addition of ideas for other questions for Survey
3. No public present, therefore no public comment
4. Minutes of September 8, 2016 approved without corrections.
5. Old Business:
 - a. Survey analysis and survey information. It was suggested that the survey be re-sent to the card-holders as an email, but re-arranged so that we can tell what the second survey respondents say. Agreed.
 - b. It was agreed that our decision of leaving surveys up online and in public would continue until the end of October.
 - c. Howard has planning ideas/survey information which he will send to Jane
 - d. Howard has prepared survey responses by person, not aggregated by question. He has approximately 20+ people represented in his sample. He will send these to the committee, whose HOMEWORK is to review these responses and note the themes that appear therein, and bring their notes to the October 6 meeting.
 - e. The ongoing analysis of the specific survey responses could be done by HS students. Connie and Howard will prepare a paragraph describing what they could do for forwarding to Pam and the High School. This is in process.
6. New Business- Plan Outline as provided
 - a. The outline discussion will be on-going, we added section III. b. which would be a section those in the community who are not using the library, whom we called "potential patrons".
 - b. Lesley suggested forming sub-committees based on the action items that emerge from 5d above.

Other items: It was suggested that

- a. Library should send a thank you note to Price Chopper for allowing Kate Wylie to do some surveying there.
- b. We remember that there will be a group of people who wanted to be notified about the findings of the survey, and we should do that, and perhaps use them for further help.
- c. Michaela Sims (sp?) is the HS diversity coordinator. Jane will try to find a way to contact her to make sure her students are encouraged to respond to the survey.

NEXT MEETINGS OCTOBER 6 AND 20 AND NOVEMBER 2.

Meeting adjourned at 6 p.m.