

## Brooks Memorial Library Strategic Planning Minutes Tuesday, May 17, 2022

**Assembled at 4:50** in Community Meeting Room. Present: Kate O'Connor, Greg Hessel, Leo Schiff, Starr LaTronica, Lindsay Bellville, Howard Burrows, Jeanne Walsh, Ann Varilly

- Agenda: No changes
- No public comments
- Minutes of April 19, 2022 were not reviewed at the meeting, but minor errors were corrected and shared with the committee via email and re-posted to the website.

### **CONTINUING BUSINESS / Next steps in planning process**

#### **Library planning meeting with staff**

What is the purpose of this meeting? The staff can provide input, possibly beginning with comments on previous plan: what worked, what did not. Staff can comment on structure as well as content. A staff member has a wider view of library activities and services than an individual survey respondent, and that adds particular value to their input.

The staff session is out of the agreed-upon scope of Greg's work. As we make plans for our public forums, we can adjust to fairly compensate him for his work on both of these activities.

The date will be Thursday, June 23. Full board will be invited along with staff. We'll investigate the Kiwanis shelter as a possible venue. Lindsay, Howard, Starr, and Leo will organize the staff event.

#### **Forums to be held after feedback from Greg's interviews and surveys**

Five is probably too many forums, because it's hard to get good attendance. Instead, we could offer two: one live and one zoom. It would give different groups the opportunity to participate.

Turnout at the Friends annual meeting might help us predict interest in forums.

We discussed the idea of smaller forums where we go to where the people are, e.g., Senior Center, Red Clover Commons, Rotary, Housing Coalition of Southeastern VT. These could be brief microforums, 15-20 minutes with just a couple of questions. We could follow up with an announcement that a larger forum will be coming. Next meeting, let's include an agenda item to come up with a plan and targets for microforums.

We might consider holding forums in some form on an ongoing basis, e.g., quarterly. In our plan, we might build in to our plan a commitment to checking in with the community in this way.

### **Update on survey**

We took a brief look at the survey results so far. Greg is enthusiastic about the response rate. He recommends that we establish a closing date at the end of the month, which can help move the process along. However, we can be flexible about the date as we gather in the final responses.

This week, committee members should consult the organizations spreadsheet, claim any unclaimed groups, and send them the survey request/link.

Paper survey: We can have hard copies at the front desk, and maybe other places, e.g., Senior Center, ball games, Groundworks (some of which will also be good places for microforums). Lindsay will work on recruiting students who need community service hours to enter data from paper surveys. When we're ready, Greg will lift the single-survey-per-machine limit to enable them to enter the data.

### **Top 10 organizations for Greg to have discussions (not forums) with**

What should Greg ask our community partners to help us get useful feedback for crafting our plan? We chatted about that.

**Next meeting:** 6/21, 4:45

**Adjourned** at 5:52.