

Strategic Planning
Special Meeting of Library Board of Trustees
May 23, 2007

Present: Barbara Geisler, Patricia DeLuca, Betsy Stroman, Myralin Whitaker, Mary Richardson. Guest Nancy Kaltreider was present.

Minutes were corrected and approved.

The Board continued discussion of the composition of the Strategic Planning Committee (SPC) according to the guidelines contained in the "Planning to Plan" (Chapter 1) of the new *Planning for Results*, by Sandra Nelson, and on the advice of our consultant, Ruth Metz.

Scope: There was a brief discussion on the (1) scope of the Strategic Plan based on the "Why" discussion held at the May 15th meeting and contained in those minutes, and (2) the scope of responsibilities of the Strategic Planning Committee members as it relates to their time commitment, specific responsibilities and expected outcome. It was decided that Ruth Metz would be contacted to give guidance on these two issues.

Information gathering. The following suggestions were made in regard to an outreach to various groups, organizations and the general community for the purpose of (1) gathering information and input from individuals and groups, (2) raising the awareness of the library strategic plan.

Some suggestions were:

- Prepare Power Point presentation describing the scope of the strategic plan, the timeline, the committee members and the intended results.
- Present Power Point presentation at group and public meetings. (Committee member with library staff member to field questions)
- Prepare brief questionnaire with written questions, check boxes and space for comments.
- Distribute questionnaire at group meetings for completion at the meeting, to be returned to Strategic Planning Committee to review and assess.

The above items are to be discussed with Ruth Metz.

Prospective SPC members were then considered. Assuming four positions will be filled by a library staff member and a representative each from the Foundation, the Trustees, and the Friends, five community representatives need to be selected.

A list of approximately 30 prospective candidates was compiled, and the list will be amended during the next two weeks as possible members are identified. Ideally, the committee should be gender-balanced and age-balanced..

The Trustees will request guidance from Ruth Metz in the process of predicting what will be required of SPC members in terms of time/energy before any possible candidates are asked to serve.

Discussion will continue at the next meeting scheduled for 9:30 a.m. Tuesday, June 5, 2007. The meeting was adjourned at 11:00 A.M.