

Strategic Planning

Special Meeting of Library Board of Trustees

June 18, 2007

Present: Barbara Geisler, Betsy Stroman, Myralin Whitaker, Lee Follett, and Augie Webb

Barbara Geisler outlined the survey design procedures agreed upon at the last regular meeting of the Board. We will hire "Steve" (pursuant to a subcontract entered into between Steve and Ruth Metz) to do a telephone survey. A committee of three will begin the process of writing questions based on the four categories of information we had identified: current community satisfaction levels with library services, future needs, how residents value the library, and funding issues. It was agreed that future needs have the highest priority in terms of weighting for the survey.

Betsy Stroman agreed to serve as a replacement for Patricia DeLuca on the "committee of three," as Patricia will be unable to serve. The other members will include Ruth Metz and Barbara Geisler. Ruth will provide Barbara and Betsy with an initial list of questions, which Betsy and Barbara will review, add to, and modify. The questions will then be submitted to the Board for additional input and approval. Following Board approval the questions will be returned to Ruth, who will work with Steve to put the questions into final form for the telephone interviews.

Barbara presented a draft of an overview describing the time and schedule commitments and responsibilities for prospective Strategic Planning Committee (SPC) members. The Board approved the draft, with minor modifications. Barbara agreed to prepare a revised version, incorporating the modifications, to provide to prospective SPC members. (attached)

The SPC committee will include 8 community members and one library staff member. It is hoped that the process of writing questions will be completed in July, 2007, and that Steve will have completed the administration of the survey, analysis of the data, and preparation of a written report by September, 2007. Meetings of the SPC will begin in September, 2007, and conclude in January or February of 2008. The meetings will be held in City Hall, and each meeting is expected to last 2-3 hours. The Board has targeted March 2008 as the date for a final plan to be in place, reported upon, and beginning to be implemented.

A list of potential SPC members was reviewed and the following individuals were tentatively identified as those to be contacted concerning their willingness to serve: Barbara Geisler, Deborah Dewey, Mary Lou Anderson, Marilyn Burns, Nancy Kaltreider, Bob Stroman, Augie Webb, Fran Nelson, an unidentified city representative, and Katherine Streitmann. Betsy will contact Bob Stroman and Fran Nelson. Myralin will contact Mary Lou Anderson, and Barbara will contact Marilyn Burns. Final decisions as to who else is to be contacted will be deferred until the next meeting.

Augie will be going to a meeting of city department managers on Wednesday, June 20. She will inform the managers about the upcoming Strategic Planning process and raise the issue of recruiting a city employee as a member of the SPC. Barbara will prepare and email to Augie an outline of the information that Augie should deliver at the meeting. Barbara will also copy Mayor Kelly on the email, to keep him in the loop.

The next special Board meeting will be held on Monday, July 2, 2007, from 9:30-11:00 a.m. in City Hall.