

**Strategic Planning
Special Meeting of Library Board of Trustees
May 15, 2007**

Present: Barbara Geisler, Lee Follett, Patricia De Luca, Ciji Ware, Libby Wilkinson, Mary Richardson

The Board continued discussion of preparations for the strategic plan according to 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.

The Library staff will begin collecting data to provide a “snapshot” of the Library (services, staffing, circulation, internet use, resources, current conditions, etc.) over the last few years and of the community (demographics, significant changes, emerging trends, financial position, etc.). These documents will serve as a basis for assessing internal and external environments when the planning process begins.

The Trustees and members of the ad hoc committee are charged with addressing the scope and depth of the project—the level of effort envisioned—and determining the size and make-up of the Strategic Planning Committee.

The first task was to design the planning process, answering the questions what, where, when, who, and why:

1. **What:** A long-range plan for the Sausalito Public Library to predict and prepare for (at least) the next five years.
2. **Where:** Meetings will be held at City Hall in the conference room, the Friends’ bookstore, or, possibly, the Senior Center.
3. **When:** The process will officially begin in July 2007 and the plan will be finished by March 31, 2008.
4. **Who:** The committee will have nine members, including one library staff member (not the City Librarian), one member each from the Friends of the Library, the Library Foundation, and the Board of Trustees. Composition of the committee will (hopefully) include representatives of many community stakeholders.
5. **Why:** The following list of reasons was compiled:
 - The library trustees need/want direction.
 - As a response to internal and external pressures:
 - City budget cuts
 - Physical space constraints
 - Rapid technology changes require a thorough assessment of capabilities for delivery of information
 - The experience of other libraries of similar size and situation

- To be a part of the City envisioning process
- To be responsive to community needs, now and in the future
- To be proactive in the library's growth and development
- Because our stakeholders support long-term planning
- To continue the tradition of long-range forecasting
- Because the library is a cultural/educational/civic resources in our community
- To find the most efficient collaboration among outside library support groups
- To provide direction for staff in determining their focus, their allocation of time and energy, and resource allocation to provide what the community needs and wants
- To examine and assess possible ways of increased collaboration among the Library and other city departments and civic groups
- To examine the library in terms of facility, accessibility, programs and services
- To evaluate regional/national library services, programs, and resources and assess appropriate fits for our community. (17 proposed service responses described by the American Library Association will be reviewed)

Scope and Depth

In addition to the who/what/when answers above:

It is the committee's hope that much of the work will/can be done on a volunteer basis by community members and library staff under the guidance of Ruth Metz and Associates. If possible, we'd like to gather information and data from existing resources and representatives of various stakeholders rather than by hiring a professional survey taker.

Because technology plays such an important part in our long-range, we may want to hire a professional to do a technology assessment of the IT infrastructure of the library, the city, and the community.

Composition of Strategic Planning Committee

With a combination of community members and library staff, we made a *partial* list of ideal member-experience/skills to include:

Communication

Financial

Technological

Business

Realtors

Educators

Artists/Art Commission

Parks and Recreation

Youth

Space Planner / Architect

Ideally, a cross-section of the community will be represented, with skill "overlaps" where possible. A variety of ages is important. We will review a list of "Community Thought

Leaders” compiled by the City and a membership list from the Friends for possible Strategic Planning committee members.

The meeting was adjourned at 11:00 a.m. Discussion will continue at the next meeting scheduled for Wednesday, May 23, 2007.