

**UNOFFICIAL
AS OF 04/17/08**

**LIBRARY TRUSTEE
MINUTES**

APRIL 16, 2008

PRESENT: Lisa Iodice (Chair), Ruth Anne Biron, Mike Pelletier, Richard Chamberlin, Brenda Pfahnl, Jennifer, Dianne Hathaway (Director), Sue Plante, Judy Pancoast and Jen Foley.

Also Present: Cheryl Bryant.

Meeting called to order at 5:25 p.m.

Cheryl Bryant: We are going to do some long range planning for the library. I feel we need a community discussion about service priorities before putting together a long range plan. We will set up a community committee tonight and a budget for the planning. We will select the planning committee. Next, I will do an orientation for the staff, and the third time I am here, I will facilitate a community meeting. On the fourth visit, I will help Dianne write the long range plan. A conversation needs to begin with the community to see what they think is important about the library. Things need to be scaled to your community. Many times, the Director writes the plan, the Board members review it and approve it and it goes on a shelf and no one looks at it again. This process is about listening to each other and ending up with a plan. Everybody learns from that conversation. We do have defined service responses. They were developed by a committee of librarians and defined over the years. These are things that are done in libraries. Once the goals are set, we develop objectives. This should be reviewed once a year by the Board. The other thing this is about is change. Once you set your service priorities, you will have to change the way people use your time, and you may need to change the way some of your space is. This all needs to start with a conversation with the community, staff, Board, etc. before things are changed.

Basic Steps –

Allocating Resources

Community Needs – who will we invite to the meeting? We will be visioning about the community.
Current Conditions

Service Responses – prioritize

This gets done at the third visit.

Development of goals and objectives – prepared by the Director and Cheryl.

Activities – work on this with the staff.

How much staff do we need? What kind of collections? How much staff and what kind of technology do we need?

Items to be included:

1. Long Range Planning – development of a services plan.
2. Building Program – defines space needs. Usually given to a builder or architect.

The Board agreed to amend the proposal to include the Building Assessment report.

3. Building Assessment – short term. Immediately implementable recommendations.

We need to set a timeline, establish a budget and talk about communications planning.

Timeline – reviewed.

April – Board orientation

May 16 – Staff orientation (2 hour meeting) and meeting with key people in town identified by the Director to discuss the building and library services to the town.

Robbie Grady, Steve Griffin, Facilities person.

May 14 or June Board meeting – proposal for Building Assessment received.

September 12, morning – Community Meeting

September 12, afternoon – Work on goals and objectives with Director

October (date to be determined) – Activities (brainstorming session with staff developing activities)

October Board Meeting – Draft presented.

November – Finalize long range plan.

December – Draft of building program presented.

Budget – reviewed.

Expenses that would be incurred include: refreshments, printing plan, printing documents for meetings, mailings and invitations.

Communications Planning –

Who to invite?

A draft list was first developed. The list was narrowed down after a lengthy discussion. Each Board member will call five people on the list.

Calls should be made by the end of June. Everyone should RSVP by the end of July and a confirmation letter will be sent in August.

J. Pancoast mamanook@comcast.net will coordinate the master list.

Meeting adjourned.

Respectfully submitted,

Jo Ann Duffy