

Cook Memorial Library  
Planning Committee  
July 25, 2017

**Meeting Notes:**

Anne Chant hosted meeting at her home, Linda Bittner, Sheryl Power, and Mary Cronin attended.

Discussion:

- How to approach strategic planning process, rethink for 21st century and make it a regular process, like technology planning or budgeting, rather than finite project that ends with a report that gets filed, and at the end of its life is relying on 5- or 10-year-old information. Include planning committee on Trustee meeting agendas each month.
- Include staff and Friends in process.
- Accept feedback at all stages.
- There are many recently published national research and reports to find out what people want from libraries, no need to reinvent. See shared folder at <https://drive.google.com/drive/folders/0B6kSwJgm35liTWhOOXhnS3VMMm8?usp=sharing>
- In August, alert summer/seasonal residents that the library will be seeking community feedback over the winter, and ask for contact information if they want to receive messages and participate. Offer class on signing up for and using Tamworth Exchange.
- Educate community about things the library is doing, things it would like to do, things other libraries are doing before seeking input on what could be done in the future. This will hopefully result in more considered responses to an upcoming survey. Start by posting “did you know...” messages on five service area topics, one topic every other week from end of August through end of October. Post on Tamworth Exchange, library’s Facebook page, send to Ann McGarity for Tamworth column in Conway Daily Sun, post on library website, include links to messages in September and October library newsletters.
- In November and December, for distribution in January, create a document including a review of all five of the topics covered in “did you know” messages, and include a short survey. Include an online equivalent. Ask for input on document from Trustees and Friends, and interested community members. Survey questions could include something like “What would you like to see offered at the library?” “Who will this benefit?” (could be a checklist: me, my family, local children & teens, community as a whole, other) “If you answered “more open hours” what days/times would you use the library?” “How can you help?” (could be a checklist: teach a skill, help with children’s programs, contribute to a library innovation fund, share knowledge in a presentation/workshop, keep up with library happenings and initiatives through newsletter and media, ask my organization to cooperate/collaborate with library to engage with community, other).
- Explore cost of printing and mailing, and finding funds for it if feasible.
- Include report on planning process in town report (typically goes to press in January).

- Ask for surveys to be returned by middle-end of February.
- Compile survey results and prepare a report in time to share at town and school meetings in March. Trustees and Friends will be asked to help identify priorities.
- In April, hold community visioning forum to revisit library's vision and mission statements and update if necessary, invite feedback on new planning process and results.
- May-June Trustees will discuss and adopt (or renew) vision and mission statements
- July, start over, make changes to process as necessary.

## **Timeline**

August-October - Educate Community

November-December - Create a document

January-February - Distribute document with return survey deadline

March - Share results at town and school meetings

April: community visioning meeting

May-June

July

## **Report to trustees, August 14, 2017**

Share meeting notes and outline new plan for planning. List five topics to be covered in "did you know" messages.

(Draft) Did you know...

1. that your library has a variety of services for families with children?
2. that your library offers access to technology besides computers and internet?
3. that your library reaches beyond its walls by collaborating with community organizations, delivering materials to shut-ins, visiting schools, sharing resources with other libraries?
4. that your library is a center for lifelong learning, and can direct you to materials and information to help you learn a new skill or explore new ideas?
5. that if you have an idea for a innovative program/project for this community, your library wants to hear about it and help you make it happen. List examples of ones that have happened.

(Support for literacies of all types are implicit in this list, should we use the word "literacy" or "lifelong literacy" here to reinforce that or is that obvious because we are a library?)