



The Beacon Falls Public Library

Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

(203) 729 -1441 • fax: (203) 729 - 4927

beaconfallslibrary@yahoo.com

www.mybflib.org

February 9, 2015 rescheduled to February 11, 2015
Library Board of Trustees Long Range Plan Subcommittee
Workshop Notes
(Draft Copy – Subject to Revision)

Note: Due to inclement weather, the February 9, 2015 workshop was rescheduled for 6 p.m. on Wednesday, February 11, 2015 immediately preceding the regular monthly Library Board of Trustees meeting.

- I. Call to Order/ Pledge of Allegiance: The Long Range Plan Subcommittee workshop was called to order at 6:00 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Present: Chairman Ken Priestley, Anne O'Dell, Jessica DeGennaro and Library Director Susan Dowdell

- II. Review of Agenda
- III. Long Range Plan Subcommittee - update

a. Finalize Survey

The subcommittee reviewed the library survey.

It was agreed to remove the question about the Wolfe Ave property from the survey.

The attendees timed themselves taking the survey and estimated that it should take less than 10 minutes to complete.

Hard copies will be made doubled sided and be one page.

b. Discussion of survey implementation

Distribution of the survey was discussed. After brainstorming for local groups to involve it was agreed to email the link to the survey to contacts in the Beacon Falls Rotary Club, St. Michael's Men's Club, Ladies' Guild, church

bulletins, Lions & Lioness Clubs, Pond Spring Village, Chatfield Farms and town departments and ask that the email will be forwarded to members in those groups.

ACTION: S. Dowdell will also sent it to Region 16 for email distribution to school parents.

S. Dowdell noted that on the program survey posted on Facebook yielded 85 responses.

S. Dowdell requested the Library Board fund Facebook advertising to promote the survey via the Friends' page.

Motion to approve up to \$40.00 from the Library Board checking account to advertise the survey through the Friends' Facebook page:

Caldwell/DeGennaro; all aye.

K. Priestley asked E. Dey what was the recommended time to keep a survey open. E. Dey suggested a two-week window but to continue to collect data on any surveys completed after that time.

E. Dey commented that using Google forms may look different depending on users settings and to advertise that the survey will take it less than 10 minutes to complete.

The subcommittee also reviewed the draft library brochures and made suggested changes.

ACTION: S. Dowdell will make the recommended changes and bring the final versions to next workshop.

IV. Announcements/adjournment

The Long Range Plan Subcommittee will meet on Wednesday, March 11, 2015 at 6 p.m. immediately before the regular monthly Library Board meeting.

The workshop adjourned at 6:50 PM

Respectfully Submitted,
Martha Melville
Library Board Clerk