



The Beacon Falls Public Library

Library Board of Trustees

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October 14, 2015

Library Board of Trustees Long Range Plan Subcommittee

Workshop Notes

(Draft Copy – Subject to Revision)

- I. Call to Order/ Pledge of Allegiance: The Long Range Plan Subcommittee workshop was called to order at 6:07 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

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

- II. Review of Agenda

- III. Long Range Plan Discussions

- a. Proposed 6-year timeline -

S. Dowdell commented that it was agreed to be too ambitious for the Library Director to do. She pointed out that by the next meeting half of the Library Board of Trustees will be new members. She noted the need to revise the timeline originally proposed.

- b. Goals -

S. Dowdell cited 3 potential goals:

- 1.) evaluate library services and resources needed by community
- 2.) increase usage of current library resources through marketing
- 3.) show the library as being a community center with the library as a central focal point for meeting places that can provide equipment and rooms for meetings held by both town and community groups

- c. Library Hours:

S. Dowdell reported that library staff tracked attendance but do to the work and paving done to the town hall parking lot, patrons could not easily access the library. Staff will disregard data collected during that time and continue to track attendance until 11/20

- d. Library Marketing -

- 1.) Shirts: S. Dowdell noted that part time staff and she are wearing library

logo shirts. The other staff members requested lanyards. The Director wears a logo shirt when outside the library at school or other library events and programs.

- 2.) Mouse pads: She noted she will purchase mouse pads with the new library logo on them for staff use.
- 3.) Library newsletter: S. Dowdell noted that publishing an extra newsletter each year would increase information getting out about the library.

IV. Announcements/adjournment

The Long Range Plan Subcommittee will NOT meet in November. Instead, S. Dowdell suggested she will use that time before next monthly meeting on Wednesday November 18, 2015 to have an orientation the new Trustees.

The workshop ended at 7:00 PM

Respectfully Submitted,

Martha Melville
Library Board Clerk