

LRP Meeting Minutes 4/13/2015

Present: Walt, Michael, Brenda, Julie, Geri

Absent: Ray

Brenda began by speaking of her attendance at a Hartford meeting which included a visit from the governor, acknowledging the proposed cuts to libraries in the current budget cycle.

Walt distributed two documents:

1. Cash Flow Chart of essential spending and other items including Programming and other CIP future projects
2. Program Planning and Concept Development Schedule--a guide to mapping out the committee's focus month by month

At this point along the schedule the committee is at step 3, which involves strategizing the best approach to a community survey concerning library use and needs among target groups ranging from young children to seniors (as well as potential business community members) Some discussion occurred with the "adult" target group and how best to subdivide that group to more align with specific demographics and needs

Other concerns:

Who will construct the questions? (Brenda offered up drafts of possible questions) and shared a 2007 library survey.

The group agreed that the survey must include general questions, guided questions, and also the need to keep it as short as possible.

One format typically used is Survey Monkey, but we discussed the fact that there are those who do not have computer access or the likelihood of completing an online survey.

We also discussed using some of the questions used during the recent library director search.

Michael shared some of what he had learned during that process.

Once the survey is complete and data has been gathered and analyzed the next step is to move on to focus groups. At that point we can better determine where to best allocate resources. We also spoke about the future of libraries and how long range planning has a much shorter window as libraries/technology/needs continue to change rapidly.

Brenda also discussed the fact that not only community target group input is vital, but the input of her staff is critical as well.

Michael suggested that it might be time to bring back Dawn LaValle to further guide our discussions and help with future steps in this process.

Julie offered to obtain the most recent demographic information for the next meeting. Julie and Geri plan to visit a few local libraries and see how they are dealing with their LRP needs

Meeting adjourned at 8:40 with the next meeting set for May 11th

