

Madison, New Hampshire Library
Strategic Planning Committee Library
May 19, 2014, 5:30 PM
Chick Room, Madison Library
Approved Minutes

ATTENDANCE: John Filson, Chair, Mary Cronin, Vice-Chair, Sloane Jarell, Mark Lucy, Nancy Devine, Fay Melendy, Sue Stacy, Braxton Hinchey.

ABSENT: Linda Smith, Noreen Downs, Tammy Flanigan

CALL TO ORDER: The Chair called the meeting to order at 5:34 PM. He welcomed all those present and thanked them for their willingness to serve on the planning committee.

INTRODUCTIONS: This being the first meeting of the committee John Filson asked each member present to introduce themselves.

WHY ARE WE HERE? : The Vice-Chair discussed the need of the trustees and the library staff for long-term guidance in the conduct of library affairs. She pointed out that there is an increasing demand on the library to provide assistance and services to patrons in the usage of computers and other electronic devices. There is also an increasing demand for books and materials in electronic form as opposed to convention hardback or “hard copy” form. The library needs to have an overall strategy for meeting these demands and other emerging issues.

REVIEW OF THE TERMS OF REFERENCE: The Chair reviewed the terms of reference for the planning committee (each member present was provided a copy). He also gave his opinion on the “boundary conditions” of the planning process that should be considered by the committee. These conditions were that the overall budget and the physical space of the library were unlikely to change greatly during this planning cycle. Thus the plan should be kept realistic and actionable within current conditions. These comments triggered a discussion that recognized that good, forward-looking ideas should not be excluded from the plan even though extraordinary measures might be needed to implement them.

The Vice-Chair pointed out that resource materials were available to the planning committee at: <http://madisonlibrary-nh.org/WP/about/people/trustees/strategic-plan-2015-17/>

DISCUSSION OF COMMUNITY PARTICIPATION – INFORMATION GATHERING: The committee discussed various measures to obtain community opinion on the future of the library. These measures included various means of surveys, community listening sessions at the library, committee members visiting specific interest groups such as the PTO of the Madison school, and meeting with the staff or trustees of other libraries. The general consensus was that all of these activities were worthwhile and definite actions should be resolved at the next meeting.

REPORT STRUCTURE: The committee various options for the report structure; examples from the Rye and Tamworth, NH, libraries were provided. There was a discussion of the use of an

analysis of the library based on its strengths, weaknesses, opportunities, and threats (SWOT). The Chair drew attention to the common structure used in many strategic plans with sections entitled: synopsis, planning process, vision, mission, and goals. In some cases a series of objectives is included under each of the goals; in others an explanatory discussion is included to elaborate on the sense and implications of the goal. The committee recognized that it was important to agree early on to a structure for the planning document so that we kept in mind what materials and determinations will be needed as we conduct our work.

REVIEW OF SCHEDULE: The Chair briefly reviewed a revised schedule for the committee; the salient points being that June and July will be devoted to information gathering and gaining community input, August to determining conclusions and writing the report, and September to review and revision.

The committee agreed to meet next at 6:00 PM on June 10, 2014, in the Chick Room of the library. The principal issues to be discussed and resolved are community input and plan structure.

ADJOURN: The meeting adjourned at 6:30

Respectfully submitted: John Filson, Chair