

**Latah County Library District  
Strategic Planning Committee – Informal Meeting Minutes  
February 24, 2009  
Deary Community Library**

Attendance: John Pool, Eliza Fletcher, Thomasene (Tommi) Blevins, Sandy Dalton, Carol Kampenhout, Bill Warren, Anne Cheadle

Pool called the meeting to order at 7:05 PM.

Pool reviewed the meeting agenda and led an introduction/ice breaker exercise.

Pool explained how the Strategic Planning Committee was formed. He added that two members of the committee were currently absent: Todd Cumming from the Bovill community and Aimee Shipman from the Moscow community. He also explained that Blevins was added to the committee to substitute for Dalton when needed.

Pool asked whether mileage reimbursement was an issue for committee members. Members confirmed it was not.

Pool outlined the history of the Latah County Library District (LCLD), including its existence as a city/district system before it was consolidated in 1993. He emphasized that funding for the LCLD comes primarily from property taxes. He distributed a handout summarizing the current LCLD budget.

Pool presented committee members with a copy of the current LCLD strategic plan. He asked for comments and for committee members to consider how they wanted to approach a revision. Several questions were discussed, including:

- Should the plan include more mention of the role of staff?
- What would be the best mechanisms for collecting input on the strategic plan?
- What audiences should be considered? Ideas included library staff and board members, library users and non-users, and community leaders.
- Would recommending the development of a marketing plan be an appropriate element?
- How could we ensure the greatest success during this process? Measures of success ranged from how to learn the most from the staff and communities, to how to best help inform residents about the library's services and potential, to how to best foster staff interest in implementing the plan's recommendations.

Pool asked members whether they would like to target a date for completion of the revision, since this issue had arisen in Board of Trustees meetings. Members suggested developing the input and planning process first and then basing a timeline on that.

Pool asked members to recommend the next step. Members agreed on the need for a meeting to discuss what the appropriate input processes might be. They decided the next meeting will be held Tuesday, March 3<sup>rd</sup>, from 2:00-4:00 PM in the Board room of the Moscow Library.

Recognizing the importance of communicating the committee's work to the public and staff, members agreed that Cheadle would prepare and distribute informal meeting minutes. The minutes would first be circulated among committee members for input and then made available on the library's website.

Pool adjourned the meeting at 9:40 PM.

Respectfully submitted,  
Anne Cheadle  
2/27/09