

Latah County Library District (LCLD)
Strategic Planning Committee – Informal Meeting Minutes
March 3, 2009
Moscow Public Library

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

Pool called the meeting to order at 2:00 PM.

To help accommodate an early departure, Pool asked the group to set its next meeting date. Members agreed to meet on Wednesday, March 18th from 5:00-7:00 PM. First choice of location is the Troy Library conference room, second choice is the Board room of the Moscow Library. Cheadle will arrange the location and inform the committee.

Pool introduced committee member Aimee Shipman.

Pool asked members whether they thought producing and distributing minutes of the meetings was important. Members agreed it was.

There was brief discussion about the level of detail expected in the minutes. Members agreed minutes will include date, time, location, and a list of those in attendance as well as decisions that were made. Members agreed it was important for the note-taker to be a full participant in the meeting and with that goal in mind the group will briefly review and agree on the content of the minutes at the end of the meeting. Cheadle will draft the minutes and distribute them to attendees for input before posting them. A 24-hour window for comment was determined to be appropriate.

Pool asked members whether they would like to use the e-mail mechanism for sharing information and/or for holding discussions. Members agreed that e-mail would be used just for the dissemination of information and that meetings would be the forum for discussion.

Pool asked the committee how it wanted to proceed with the planning process.

Discussion followed. In response to a question from Blevins, Cheadle shared her view that the strategic planning process has several purposes, including 1) to let the community know the variety of services potentially available through their public library, 2) to strengthen the relationship between the library and the communities it serves, 3) to develop a viable planning document, and 4) to help the library better recognize and respond to changing needs.

Shipman shared the two questions asked by Latah County leaders when they were seeking feedback on the county's comprehensive plan: "What do you like about Latah County?" and "What would you like to see in Latah County in 10 years?" Committee members felt these questions, adapted for the library, might provide valuable information as the strategic plan was developed.

The question arose: How did previous LCLD planning committees gather input? Cheadle will contact Patti Roberts, chair of the 2006 Planning Committee, with this question, as well as search for earlier records within library documents. Cheadle will scan and e-mail any input surveys or planning process notes.

Shipman left the meeting at 3:30 PM.

After further discussion, the group decided as a first step to draft a list of questions designed for library staff and possibly Board members. The questions will focus on the current strategic plan and whether the document could be reformatted or revised to serve as a more effective guide for decision making. Fletcher will draft a set of

questions and bring them to the March 18th meeting. Members were encouraged to submit their proposed questions to her.

Pool asked how the group wanted to make decisions—by vote or by consensus. Members agreed that a consensus approach seemed to be working well.

Members briefly recapped the meeting and suggested items for inclusion in the minutes.

Pool noted that the LCLD Board of Trustees would meet before the next committee meeting and asked whether this group felt comfortable estimating a plan completion date. Members agreed that it was too soon for this estimate.

Pool adjourned the meeting at 4:10 PM.

Respectfully submitted,
Anne Cheadle
3/3/09