



Rye Public Library  
Strategic Planning Goals Derivation Committee

**Meeting Minutes:** Thursday, December 2, 2010 3pm Rye Public Library New Hampshire Room

**In Attendance:**

Victor Azzi, Trustee Representative; Elisa Bolton, Rye Community Member; Lisa Houde, Staff Representative; Cheryl Mardin, Community Member; Karen Oliver, Trustee Representative; Tricia Quinn, Staff Representative; Andy Richmond, Library Director.

- Review of minutes from November's meeting: The size of this current group is sufficient to move forward with wrapping up decisions for this step of the process. This group is to establish who, what, where, why, how of this process. Invitation letter has been prepared and will be extended to those in the "who" category.

**WHO**

**Forming Focus Groups – twelve members would likely be a good representational number.**

*The following categories were decided upon with thoughts on whom to include:*

- town administration                      Kim Reed, planning
- school system members                  Mary Coombs, school media specialist, Rye Junior High
- local business                                Webster at Rye / Karen Johnson  
Mailforce / Chip and Edie Bryndemoor (sp?)
- unrepresented                                those who currently do not frequent the library
- seniors
- young adult / youth                        possibly good for a breakout group
- lower income
- summer residents
- young parents

**WHAT**

Discussion ensued regarding the survey itself. Regarding the distribution of the surveys – Andy discovered that a postage paid insert could not be included in the town newsletter. He is determining other methods, and is in communication with Jack Beckwith for assistance. We could possibly use a foldable post card by refining our questions; Andy is continuing to explore possibilities by examining other models. Incentives were discussed in addition to the metered postage. This document will also be available electronically on our website.

**WHERE**

The bulk of the meetings will take place here at the library. The Library will make an effort to be out in the community to continue the discussions. A suggestion was made for RPL to have a presence at The Farmer's Market; Andy responded that we do have a presence there with story time, but we will have a bigger presence in the future.

**HOW/WHAT**

Included are the survey, and the large public event which will be the outgrowth of our goals session.

**WHEN**

Andy gave members a preliminary timeline draft; we discussed the details of the plan. Revisions were made; Andy will send members the revised version electronically along with the minutes.

Implementation of the survey and public event results was discussed in terms of time; 3 to 5 years is typical including the technological aspect. Revisiting the plan would be important at various times between those dates in order to make course corrections.

Another function of this group is to communicate the process with the trustees, and a presentation is an outcome of the goals committee. We need to make this an objective for January. Communicating the results of this process could be done through a meeting to make others aware of the plan, and this would also be a celebratory thank you to those who participated.

***Action Plan:***

- Each attendee was charged with compiling an invitation list for the next meeting of a few people for each category in the “who” section.
- Attend the parade on Sunday!
- Jot out thoughts on what would be interesting perspectives to have from a survey instrument.

Andy stated that minutes of this meeting with the guidelines for the action plan is forthcoming. Andy is also drafting an invitation letter. He is finalizing a status report on the “who, what, when, where, why/how,” and this will form the basis for a presentation to the trustees as well as the rest of the staff.

Next meeting: Thursday, January 6<sup>th</sup> @ 3:00 P.M.

Respectfully Submitted,

Andrew Richmond, Library Director  
AR/lh