



Rye Public Library  
Strategic Planning Goals Derivation Committee

**Meeting Minutes:** Thursday September 2, 2010 2:30 pm Rye Public Library New Hampshire Room

**In Attendance:**

Victor Azzi, Trustee representative; Elisa Bolton, Rye community member; Lisa Houde, Staff representative; Tricia Quinn, Staff representative; Andy Richmond, Library Director.

Discussion of actions from last meeting

As reported in the minutes from our last meeting, Matthew Craig will not be continuing as a committee member. Andy provided the committee with some thoughts Matthew wanted to pass on. He offered his participation in future technology oriented activities related to the strategic planning process.

Discussion of a new member included inviting participation from the school system, and the Friends of the Library. (Andy made the announcement at the Friends of the Library meeting on September 14<sup>th</sup>)

Review and discuss 10 Year Statistical Comparison and Projection

Copies of the 10 Year Statistical Comparison and Projection were circulated. Discussion ensued of the layout of the spreadsheet and the value and derivation of each column. This document can be used as the planning process proceeds to provide statistical comparison relative to State and National Public Library reporting.

Distribute and discuss Rye Public Library Mail Survey October 2005

Copies of the Rye Public Library Mail Survey of October 2005 were distributed. Discussion addressed many logistical aspects of the 2005 survey including: whether an incentive was used to invite higher return participation, and the overall cost of the survey in 2005.

Further Discussion

Discussion relative to utilizing a survey in our current planning process continued. The points of current cost, electronic alternatives, distribution through the Town Newsletter (with pre-paid return), the existence/ availability of a library survey consultant, along with new options for specifically targeted surveys with a select demographic distribution were discussed.

*To work with the Rye Public Library Trustees to help derive the outcomes most useful in undertaking a new planning project for the Library.*

Actions for next meeting

Andy will produce minutes from the meeting. He will investigate the cost of a community mailing with pre-paid return for a prospective 2010/11 mail survey. He will also investigate the cost of a Town Newsletter distribution with a pre-paid return mailer insert. He will query the state library list-serve regarding the services of a library survey consultant.

Tricia will research the procedure of the Town of Rye Master Planning Vision Session to detail logistics of the vision sessions.

Committee Members should further consider the materials introduced at the meeting, identifying information they view as useful to consider in approaching a new planning process, and to compare against the information collected in the 2005 survey.

A prospective replacement for Matthew Craig should be identified, and follow up made with the Friends of the Rye Public Library for a participant. Members should continue to identify other potential members to invite to further steps of the larger strategic planning process as it gets underway.

Next Meetings: Thursday October 7, 3 pm , Rye Public Library-- NH Room ; Thursday November 4, 3 pm , Rye Public Library-- NH Room.

Respectfully Submitted,

Andrew Richmond, Library Director

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