TML Committee Meeting Minutes
Thursday, March 21, 2024
6:30 p.m.

Present: Tim Blackstone, Reed Dyer, Elizabeth Elliott, Griff Gilbert, Tim Hebda, Patience Maloney, Rachel Davis (Director, Thomas Memorial Library, Committee Secretary); Will Plumley, Consultant

Absent: Sara Hoffman, Griff Gilbert

Welcome and Call the Meeting to Order: Tim called to order at 6:37 p.m.

1. Acceptance of minutes from the February 22 meeting: Tim Hebda made a motion to approve the minutes; seconded by Liz; unanimously approved
2. Citizen's Opportunity for Discussion: none
3. Strategic Planning: Questions and Discussion with Will Plumley:
    a. The Committee welcomed Will Plumley, and discussed the best way to involve the community in the strategic planning process. Will clarified that a community conversation would be considered part of the research phase before the work of the committee actually begins. This could be a conversation that he facilitates, or one that we facilitate ourselves. The Committee brainstormed ways to involve the public beyond a single event, include a "conversation wall" inviting library visitors to add thoughts and comments to items discussed at the event; creating a virtual "idea box" on the library's website; asking "Wish I knew" questions; finding ways to target specific audiences. Will also mentioned the idea of providing perks to give people a reason to attend a public event, like food, and also encouraging participants to bring a friend who doesn't use the library as a way of hearing from nonusers.
    b. There was some discussion about the goals of the library building committee, and taking a look at them to see if those goals have been met. Tim offered to do some research, as all of this information is available on the Town's website.
    c. There was also a discussion of addressing staff satisfaction, including the vision of the staff for the library, how best to fulfill needs and goals
    d. Next steps: Rachel and Will should meet to discuss
        i. How do we get the word out?
        ii. What does research look like?
        iii. What will the team look like?--ideally a combination of the Committee (several or all of the members), the TML Foundation, and the staff
    e. Next Meeting: The Committee will discuss and approve Will's revised process outline, which he will send to Rachel with the research phase included; Develop a Scope of Work to begin the process. The meeting schedule will be determined based upon the finalized process for strategic planning.
4. Goals for 2024: Tim Hebda made a motion to table this discussion until the next meeting; seconded by Reed; unanimously approved.
5. New Business: none

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6. Public Comment (15 minutes)
7. Next Meeting: April 25, 2024
8. Adjournment: Liz made a motion to adjourn; seconded by Patience; unanimously approved. Meeting adjourned at 8:33 p.m.

Minutes respectfully submitted by Rachel Davis, 4/18/24