

**Hudson Library Board of Trustees
Special Meeting Minutes
April 20, 2013**

Call to order at 9:25a.m. at the Rodgers Memorial Library Building, Community Room.

Attendance: Trustees Connie Owen, Robin Rodgers, Linda Kipnes, Arlene Creeden, and Jennifer Chafe, as well as, Charlie Matthews, Library Director.

Public Input: No Public Input.

The Hudson Library Board of Trustees convened this Special Meeting with the purpose of developing preliminary outline and time table for the initiation and completion of a strategic plan for the Rodgers Memorial Library.

Trustees and Director Matthews reviewed the need for a strategic plan that was developed by staff at a pre-planning meeting. It was discussed that a long-range plan is needed to address the constant evolution of our stakeholders and their needs. We need to guide our response to change based on our competition, developing technology, and changing demographics. A long-range strategic plan allows us the opportunity to imagine our future, clarify our mission, motivate our staff and inspire our donors. To begin this process we need to define our stakeholders and re-establish our link with engaged and inactive stakeholders. The first step in this process is to identify our planning team.

Our planning team should include stakeholders that are both champions of the library, internal and external, as well as potential stakeholders who are not currently active patrons of the RML. A ground rule for this group is that all opinions are accepted throughout the brain storming sessions. The planning team should include members of the Friends of the Library, it was suggested that Friends' who are not currently active members should be identified as potential candidates. Also discussed was identifying members from each of the groups that meet at the library as well as members from the school community. Other groups identified included the Rotary Club, youth groups, and the over 55 communities. Mr. Matthews will develop an invitation letter to be sent to agencies and potential participants. Our hope as a Board is to recruit 15 external participants to join about 5 internal (staff, Trustees) candidates.

The process was briefly discussed. The process would likely utilize a blend of focus groups, which Trustees agreed would generate an energy and momentum to the process, as well as written surveys. It was decided that 1:1 interviews would most likely not be implemented.

The Trustees and Mr. Matthews reviewed other library strategic plans recently developed as a point of reference. It was decided that the initial foundation of the plan would be developed by the Trustees and Mr. Matthews. This portion would include (but not limited to); an Executive Summary; Strategic Planning Committee; Community Profile; and Statistics. The rest of the strategic plan would include the planning team.

A time-table was discussed. It was the general consensus that the process will begin by the beginning of June and that the planning team will meet approximately four times over the period of about four months.

The potential use of a facilitator was discussed. The cost was identified as a potential barrier. The suggestion of utilizing a Public Relations intern or MLS intern to facilitate was made. These options will be further considered.

The special meeting adjourned at 11:15a.m.

Respectfully submitted,

Jennifer Chafe
Secretary