

Keene Public Library  
Strategic Long-term Planning Subcommittee

Minutes of January 22, 2021 Time: 10AM

Members Present:

Jennifer Alexander, Chair  
Chuck Redfern, Minute Taker  
Yves Gakunde, Member

Members Absent:

Charles Prigge

Staff Present: Marti Fiske

The meeting was conducted by using the City of Keene's Zoom account. Accordingly, the requirements RSA 91-A, and the Governors Order on Rules and Procedures for COVID19 were adhered to for the meeting.

The Chair, after polling committee members, determined the next meeting to be set for February 15<sup>th</sup> (Monday) at 5PM. Committee members also agreed to meet on the 2<sup>nd</sup> Monday of each month at 5PM.

Chuck Redfern stated he had spoken with KPL Trustee, Paul Henkel, who indicated due to other library tasks he was engaged in, he would be unable to serve on this committee. He expressed appreciation for the committee outreach, and the Chair's recognition of his efforts in assisting the beginning of this process, which is now on-going.

The Chair stated that a series of slides had been prepared for this meeting. The first slide showed the Agenda for Friday, January 22, 2021 (see attached packet of slides). The next slide displayed the "Ground Rules" of the L.R.P.C.

The committee members reviewed a video titled “Turning Outward Together”, which explained the importance of collecting information and data from an organization’s stakeholders.

After the video, the committee returned to a slide known as “Strategic Planning-Vision & Timeline” In referring the SWOT analysis part of the slide, I’ve noted that he had used the SWOT analysis many times and he was familiar with the process. The Chair noted that in outreach to community members, electronic surveys could be used.

The committee resumed its review of the slide, which identified “Who are our Stakeholders” (refer to slide deck). A brief related conversation to the slide, member attention then turned to the “Strategic Planning Methodologies” slide.

At the conclusion of the slide deck, discussion began on a “Staff In-Service Day” for a SWOT analysis. February 24<sup>th</sup>,2021 from 9 to 10 was chosen to conduct the analysis. This staff exercise will be conducted through Zoom.

Next Steps slide was reviewed and the next meeting for committee members was set for Feb. 8<sup>th</sup>

The Chair asked if there were any further comments or questions from the members. Seeing none, the meeting was called adjourned at 11:08 AM

Respectfully submitted,  
Chuck Redfern