

KEENE PUBLIC LIBRARY  
LONG RANGE STRATEGIC PLANNING COMMITTEE  
Monday February 8, 2021  
Video Conference

Present: Jen Alexander, Chair  
Chuck Redfern, member  
Yves Gakunde, member  
Charles Prigge, member- joined meeting at 5:30 PM

Staff: Marti Fiske, Library Director

Chair Alexander called the meeting to order at 5 PM  
Chair Alexander read aloud the Zoom platform meeting rules and Roll Call was taken.

The Chair used the Zoom sharing platform feature to present the agenda as prepared by herself  
(See attached addendum to the minutes, refer to page 1).

Next, the Chair referred members and Marti to page 2 of the addendum, titled Strategic Planning (SP) Vision & Timeline. Jen explained, in detail, her reasoning for dividing the SP into two separate time periods. The first year, effective July 01, 2021 to June 30, 2022, will be conducted using the SWOT analysis approach.

The second period will cover the 5 year plan and it will be conducted using the Harwood Approach, which includes a community outreach component. For both plans, the KPL Trustees will be advised of these details and the Chair will request approval of funding these activities.

The third page, to the addendum, titled "Staff In-Service Day- February 24, 2021, 9:00-10:00 AM", explained the definition of SWOT and the proposed procedures to conduct the meeting. Yves raised a suggestion to modify the SWOT process to include both internal and external components of Strengths, Weaknesses, Opportunities, and Threats. Each component was assigned a length of time for discussion. All committee members, and Marti expressed agreement to the changes as explained above.

The document also showed the timeframe to be used to facilitate the meeting.

The fourth page showed a call for committee member to volunteer for acting as facilitators and trainers to conduct the SWOT process. All four members agreed to assume the roles with Jen showing willingness to organize the training program.

The fifth page of the addendum was titled SWOT with Trustees, Friends & City. It was agreed the SWOT analysis should be conducted with city staff using the same process as prepared for internal staff use. Marti suggested the staff members who are chosen should be those

individuals that interact with the library personnel the most. At the least it is hoped by the committee, we can involve Andy Bohannon, Elizabeth Dragon and an IT staff member.

Jen offered to set up a date and time with the Friends of the KPL, which will be facilitated via Zoom. She also noted the trustees SWOT process will be conducted at the March meeting. Committee members and Marti agreed that Sally Miller, and Nancy Vincent should be invited to participate in the trustee session.

Jen stated the final report out of the document to be prepared will start in mid-April to the end of May, 2021.

The sixth page covered the "Survey of Stakeholders", which will occur within the 5- year Harwood plan, and not a SWOT analysis. A list of stakeholders was prepared by Jen and presented to the committee. I noted that the list was preliminary and committee members should feel free to comment.

The seventh page was titled "5- Year SP Preparation-Thinking Forward. The first question posed in the slide, asked "Who are possible facilitators we could hire for the 5- year plan?". Marti indicated she had a few suggestions to make in this regard and she would be glad to inquire with the individuals after an exploratory process was completed. Mr. Redfern noted the experience Linda Rubin, former director of Healthy Monadnock, showed when she conducted a strategy process for another organization.

The concluding slide titled "Next Steps/Follow Up", showed Jen had volunteered to distribute SWOT materials to staff by February 17<sup>th</sup>. The page also reiterated the staff in service date of Wednesday, February 24, 2021 @ 9AM

Next committee meeting was set for March 8<sup>th</sup>, 2021 @ 5PM.

Submitted by,  
Chuck Redfern