

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES**

September 27, 2012

A special meeting of the Bedford Public Library Board of Trustees was held on September 27, 2012 in the New Hampshire Room. In attendance were Ed Moran (Chair), Tony Frederick (Treasurer), Walter Gallo (Trustee), Mary Ann Senatro (Library Director), and Miriam Johnson (Assistant Director). Deb Hoadley, Library Consultant, attended the meeting from 6:58 to 8:30 p.m. The meeting was called to order at 6:58 p.m.

Deb Hoadley gave an introduction regarding the importance of strategic planning. She recommends a 5 year plan focus for strategic planning and a 3 year focus for a technology plan. The longer time frame is better for strategic planning as it gives time to assess what/how you are doing.

She described the parts of a strategic plan and the steps often used in the process of developing a plan. She then discussed in more detail the three meeting model for a Community Strategic Planning Committee, including how to select the committee members, how the meeting would progress and what would be accomplished at each one, and what sort of time frame to plan for. She also suggested optional activities, such as participating in a SOAR analysis with staff and conducting a community survey. It is a 5-6 hour commitment for the committee members. After the information gathering is complete, Mary Ann will write up the strategic plan.

The Trustees discussed the plan and decided to meet again to share ideas about which community members to approach for the committee. Mary Ann and Miriam will look at potential meeting dates.

The meeting adjourned at 8:59 p.m. The next meeting will be held at 4 p.m. on Tuesday, October 2 in the Library's New Hampshire Room.

Respectfully submitted,
Mary Ann Senatro
Library Director

Miriam Johnson
Assistant Director