

**MINUTES**  
**AD HOC STRATEGIC PLANNING COMMITTEE**  
**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**August 29, 2018**

**Called to order** at 8:34am by Chair Halverson

**Present:** Englebert, Halverson and Turner

**Also Present:** Schwerbel, Director Lenz and K. Dreyer (Business Manager)

**Public Comment/Communication:** None

**New Business**

Halverson explained the four phases of planning:

1. Scanning the internal and external environment.

Secondary research on trends, libraries of the future, etc. Primary research to include interviews, focus groups, surveys of users & non-users and staff input. Information can be obtained from nonprofit organizations, teachers, city council, mayor, supporters/donors, other library directors, other library board of trustee chairs and other strategic plans.

2. SWOT (strengths, weaknesses, opportunities and threats) Analysis to determine current performance.

3. Gap Analysis to determine where we are, where we want to go and how to get there.

4. Planning – Goals, strategy and objectives.

Timeline – September 2018 through March 2019

Next steps:

- September – Research other libraries' strategic plans, trends and libraries of the future and distribute information to committee members to review and report on at our next meeting. Develop form to fill out for each article. (Vicki/Jill)
- September 21 – Present plan and timeline at staff in-service (10-15 minutes).
- September 26, 2018 Board of Trustees Meeting – Present plan and timeline for approval.
- October/November – Meetings and surveys conducted.
- January – Conduct SWOT Analysis with trustees and supervisors.
- February – Conduct Gap Analysis with trustees.
- March – Present strategic plan for approval at Board of Trustees meeting.
- April – Finalize plan and publish.

The next meeting will be held on Thursday, September 20, at 3:30pm

Motion made by Englebert, seconded by Turner to adjourn. Motion carried unanimously.

**Adjournment**

Meeting adjourned at 9:48am

Respectfully submitted,  
Kathy Dreyer, recording secretary