

**MINUTES**  
**AD HOC STRATEGIC PLANNING COMMITTEE**  
**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**November 28, 2018**

**Called to order** at 3:08pm by Chair Halverson

**Present:** Englebert, Halverson and Turner (joined the meeting at 3:10pm)

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

**Public Comment/Communication:** None

**Approval of Minutes**

Motion made by Englebert, seconded by Halverson to approve the Ad Hoc Strategic Planning Committee meeting minutes from October 8, 2018. Motion carried.

**2019-2024 Strategic Plan**

About 45 people attended Community Input Sessions at the library, Senior Center, and Boys and Girls Club. Noticeably absent were teachers, parents with children or millennials, and the committee discussed methods to gather their input.

The committee would like a survey created with SurveyMonkey to be sent to principals and teachers at the Menasha Joint School District, St. Mary's, and Trinity Lutheran as well boosting it on Facebook and Instagram to get information from millennials. These questions could also be asked of patrons within the library. This information will supplement the responses from the Community Input Sessions. The survey would include the following:

Whether or not you are a current user of the library, we would like to hear from you in order to develop our 2019-2024 Strategic Plan.

1. Do you come to the library? If no, why not?
2. What do you like about the library?
3. What do you wish we had /would you like to see at the library?
4. Did you know the library offers (list 10 options)

All the results will be categorized.

The SWOT Analysis with the whole board will be held on Monday, January 7, from 4:00 to 6:00pm.  
The GAP Analysis with all trustees will be held on Wednesday, February 13, from 4:00 to 6:00pm.

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

**Adjournment**

Meeting adjourned at 3:50pm

Respectfully submitted,  
Kathy Dreyer, recording secretary