

Sawyer Free Library
Community Strategic Planning Committee
Cape Ann Saving Bank Community Room
123 Main Street, Second Floor
Gloucester, MA 01930
Wednesday, March 28, 2018

Attendance: Anne-Marie Anderson, John Brennan, Barbara Kelley, Diane Stringer, Marie Sweeney, Rachel Zacchigna, and Katherine Prum

Not present: Amanda Chiancola, Jen Holmgren, Akiyo Nishimiya

1. 6:40 Welcome / Meditation
2. Announcements. This meeting is being recorded.
 - a. The Board approved a budget for the Strategic Planning process.
3. Review and Approve of March 7th Meeting Minutes. Diane moved to approve the minutes as presented. Marie seconded, and the minutes were approved unanimously.
4. Review & Approve:

- a. Survey Revisions

In consultation with Library Director, Deborah Kelsey, some questions were added that address use of the library.

The group discussed questions and content. The Theme group will rework some of the questions. We are waiting for finalization on one of the library questions from Deborah.

We need a list of “authority” words to help score responses.

Wellspring House – will add some of our questions to their survey of the immigrant community. This Committee will decide which question(s) to supply them.

- b. Webpage – images, text, Origin Story

The website (thinkgloucester.org) is live; Anne-Marie will continue to make tweaks to it. The group took a quick tour of the site at the meeting. Anne-Marie encouraged folks to review the website and send comments and suggestions to her.

Instagram and Facebook pages will follow with soft launches next week and hard launches to follow. Send photos!

- c. Communications executables

Postcard – Anne-Marie showed a digital mock-up of what the postcard will look like. She and Katherine will discuss content. Anne-Marie will send a few versions to the group for review.

d. Gloucester Conversations facilitation and timeline

Katherine has met with Gloucester Conversations (see attached proposal). They are averse to holding ten meetings, feeling that would bring us into late June. The group discussed scheduling six meetings throughout the five wards to finish by the end of May. Dates and locations need to be decided; we will try to offer one per week on a variety of days and times.

Gloucester Conversations will provide facilitators and have offered to train Committee members and Library Board and staff in facilitation techniques.

5. Annual Meeting Activity Monday, May 14th

Deborah has offered the Committee the opportunity to bring an activity to the meeting. The group brainstormed ideas for activities.

6. Corporator Nominations

All Committee members will be nominated to be Corporators of the Library. Corporators are ambassadors for the library; they should use the facilities and services and act as eyes and ears for the Trustees.

7. Next Steps | Plan of Action

Depending on progress, potential future meeting dates are: April 25, May 9 and May 23. Please mark those in pencil on your calendars.

Please provide Katherine with a list of people to invite to focus groups and/or stakeholder interviews.

8. Next meeting: April 11, 2018

9. 8:10 Adjourn. There being no further business, Diane moved to adjourn and Barbara seconded.

Respectfully submitted, Tracy Bowen

Hi Katherine,

Nancy and I were touched by your focus and open heartedness in approaching the community about what they want in their library.

Noted here is what we can do. As dialogue and community leaders we are each full on at the moment. Your request on a tight time frame is high.

At most we imagined 5 regional sessions, not 10. Here's what we ask and suggest:

- **Email us your survey questions and the preamble you plan to use outlining:**
 - your new introduction of the project to the community
 - how you will address previous design issues (so it doesn't stop the dialogues)
 - how input will be shared with the community and included in the final library plans
 - how input relates to the Library's 5 year strategic plan (important to differentiate from the city's strategic plan, even if they somewhat dovetail)
 - timeframe for input, redesign, community reflection, adjustments based on community reflection and final plan execution

Suggest you:

- **Tighten your questions to:**
 - What matters to you about living in Gloucester?
 - What do you want to see for the future of Gloucester in the areas of community, connection, the arts, learning, technology . . .
 - (focus this second question on areas you think the library can address; not everything related to the city)
 - What would you like the library to help address? And how?

Gloucester Conversations will:

- Design a dialogue format (that mirrors your survey) and write a large and small group facilitator's dialogue script
- Design a timed meeting agenda including everything from set up and facilitator arrival, to large group intro, small group dialogues, large group wrap up
- Suggest a site set-up outline
- Suggest 10 dates for community dialogues, and then once agreed on dates we will:
- Ask Gloucester Conversations' facilitation team who wants to and can help with small group facilitation on proposed dates
- Offer a free half day small group facilitator training for up to 20 people in your volunteer library community group who want to (and are likely able to) learn to facilitate small group dialogues.
- Lead a facilitators' practice meeting for all facilitators who will be helping with small group facilitation
- Create materials needed for each community dialogue (dialogue questions and communication agreements posted on large easel pads plus feedback questionnaires)

- Provide a large group facilitator for each community meeting

You would need to:

- Do all of the community outreach to gather people
- Select and secure sites in your desired locations, max 10.
- Do all site set up as we outline
- Provide greeters, name tags, and if possible light beverages - tea, coffee, water.
- Be present for each meeting (or a representative who will be responsible for site set up and input collection)
- Gather input from each dialogue into a format you can work with
- Pay for related materials and supplies (easel pads, markers, printing)

Doing this as volunteers is a huge time investment on our part. We would appreciate the Library or City contributing to our annual operating costs which include website hosting and maintenance, facilitator training, and project materials. Please request funds (\$1000) to help subsidize our contributions to you.

Additionally, I'm sure small group facilitators would appreciate an acknowledgment for their time and assistance in the form of a modest local gift certificate, e.g. Lone Gull, Sugar Mag's . . .

Please let us know your thoughts and how you would like to proceed. Thank you for all of your efforts! And for asking us to help you!

It would be a delight to help our community define how it would most like to go forward learning and living together!

On behalf of myself, Nancy and John -
Warm Regards,
Kathy

[978-943-1491](tel:978-943-1491)

www.kathyeckles.com

www.gloucesterconversations.org

Our generous mentors: [Essential Partners](#)