

Committee Meeting Minutes

Strategic Planning Committee

1/27/26 @ 6pm

Attendance: Patricia Andersen (Chair), Sam Meyer, Cheryl Jones, Grace Riario (Guest)

- Discussion of Timeline as presented
- Grace offered help from RCLS with focus group questions, running of Focus Groups and Survey questions
 - Three Focus Groups will be held in April/May Dates TBA
 - One will be for staff and BOT
 - Two at different days and times for the general public with specific demographics invited to participate.
 - Grace will run the focus groups with Anita taking notes. The notes will be provided to us after the sessions as a consultant report.
 - Discussion regarding questions to ask attendees during the focus groups. Grace will send email with the finalized questions.
- Discussion regarding participation, giveaways, raffles, food, etc.
 - We will provide refreshments for all focus groups and some kind of raffle for the community focus groups.
- Discussion regarding paper/digital survey questions
 - Tips from RCLS include:
 - Remove Demographic questions
 - Discuss what information we need first and then create questions to get that information.
 - Pose questions in a positive way, rather than negative
 - Only offer options based on what you are willing and able to offer
 - 4/5 possible choices for multiple choice questions
 - Remove tech questions since we just did a tech survey this year and can use those results.
 - Have the QR code for the survey readily available at programs & outreach
 - Reduce and refine the questions to make it short and easy for people to do.

Action Steps:

- Grace will send the questions we drafted for the Focus Groups and they will be presented to the BOT at the February Meeting.
- Cheryl will map out what we are hoping to learn from the paper survey and draft questions.
- Committee will meet again in February to fine tune the survey questions
- Cheryl will choose dates for the Focus Groups and send them to Grace for confirmation