

## ***Board of Library Commissioners Program and Planning Committee***

***October 20, 2004: MINUTES***

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### **Library Commissioners Present:**

- Helen Boyle
- Barbara Garvey
- Bettye Webb
- Janet Edwards ( by Phone)

### **Library Staff Present:**

- Emily Bader, Library Director
- Lee Fogarty, Assistant Library Director

The meeting was called to order at 10:00 a.m.

The Library Commission Planning and Program Committee met to discuss the process of hiring a Planning Consultant to facilitate the upcoming strategic planning process and to recommend a Consultant.

Three firms submitted proposals in response to the library's revised RFP for a strategic planning consultant:

1. Alan Brickman & Linda Braun
2. Catalyst Leadership - Cliff Scott
3. Gerald Bruno, Associates

Based on the written proposals and recommendations from colleagues, the Committee chose to interview the team of Brickman & Braun and also Cliff Scott from Catalyst Leadership.

Commissioners Webb, Boyle and Garvey participated in the interviews along with Ms. Bader and Ms. Fogarty.

The Planning and Program Committee voted to recommend that Alan Brickman and Linda Braun be selected to facilitate the upcoming strategic planning process. The recommendation is based on the team's experience working with libraries and also because of the greater scope of work included in their proposal. Brickman and Braun will do much of the initial research, plan and conduct a community forum, focus groups, user surveys and write a first draft of the planning document.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted by

Rudy Ruggeri  
Secretary