

Strategic Planning Committee
Tuesday July 19, 2016
9:00 a.m.

1. Call to Order by Lynnette Cervone at 9:00am.
2. Attendance / Introductions: Marilyn Judge, Mike Moran, Becky Wesley, Marilyn Coville, Cash Cook, Lorraine Wolcott, Rachael Birgy, Lynnette Cervone, Bradley Chaplin, Stacey Hicks, MR Gilooly, Dianna Needham.
3. Public Comment: none.
4. Unfinished Business
 - a. Review Action Items from last meeting
 - i. Grant Committee Update – MEDC information: Gaynell researched the requirements for the “Public Spaces and Community Places” application. Key requirements are:
 1. No conditions were found stating KCL could not build a new library where the donation crowdfunding was awarded for the demolition of the north property.
 2. Raise target in 60 days or will not receive funding
 3. Grant funds up to \$50,000
 4. Any one donor can donate a maximum of \$10,000

The Grant Committee has the application.

The Grant Committee is still looking for a chairperson. Until the position is filled Lynnette will chair the meetings. A new member joined the grant committee; Becky Wesley. Welcome!

A suggestion from the grant committee was to approach the banks and request a match (possibly through the Friends of the Library) in funds for our Conceptual Drawing. This is pending approval from the Friends which will be discussed at their next meeting (Tuesday, July 26th @ 4:00 pm).

Lynnette asked the group how and when they would like to receive the minutes from other committees. The group agreed the minutes would be sent out with the SPC minutes. **A/I – Lynnette will send out minutes from Grant and Communication/Marketing meetings with SPC minutes.**

- ii. Property Update – Lead, Cadmium, Asbestos survey: Mike: It was understood that Otwell Mawby had completed their survey of Task 3 of Phase II on July 8, 2016. However, the morning of the meeting, Bob Peters of Otwell Mawby arrived to perform additional tests. During his investigation, Bob suspected there was asbestos siding under some particle board. This was because he observed a small triangular area on the east side near where the curved roof of Belle Voi joined the flat

roof of the old garage where some asbestos siding seemed to be exposed. The cuts in other parts of the walls revealed no further asbestos, so we suspect that this small area was simply a "patch"--- 2 or 3 asbestos siding pieces that had been cut to fit and cover a small space.

iii. Design Committee Update: Bradley: Cash, Deb, Bradley met and the Conceptual Drawing RFP is ready except for dates which will be cemented prior to sending out. Still pending, a survey will need to be completed on both the north property, but also on the existing library property. This is on Farrier's schedule, but 3-4 weeks out. This will be discussed at the Board meeting next week.

iv. Communications/Marketing Update: These two groups have been combined due to the overlap in responsibilities. Unfortunately, Stacey will be leaving so we will be looking for a co-chair replacement. We will continue to keep her apprised and excited about our progress. **A/I - Bradley will talk to Janet Sieting and Phil Scott. A/I - Rachael will talk to Tracy Spincich and Yvonne McCool.**

One of the key tasks for the group is to develop talking points so everyone; Board members, KCL employees, SPC members, and Friends of the Library have the same information thus creating consistency.

v. Budget – General ledger for 472 account: Mike met with Corinna and has reviewed the ledger to determine revenue, expenditures and transfers. As of July 1st fund balance is \$369, 978.68. Future reports from Mike on the budget will consist of the fund balance and expenditures for that month.

vi. Donor Perfect software: Mike: After speaking to Mary Beth Hardwicke about Interlochen's use of Donor Perfect software, Mike found an on-line outfit that seems to be like a "Consumer's Reports" of software providers. It is called Software Advice.com. Mike contacted them on July 6th and they recommended 5 providers: Trailblazer, Salsa, Neon, Kindful and Fundly. Mike contacted Donor Perfect and one called Donor Snap, but since we don't have a good idea about what to look for yet, all he has done is talk basics with a few of the reps.

Donor Perfect costs \$59/mo for 1000 records, +\$95 set up, \$154/mo for 5000 records

Donor Snap costs \$59/mo for 1000 records, + \$200 setup and help

Neon runs about \$50/mo. May have a \$300 setup fee.

Kindful was said to be about \$100/mo.

Many questions were raised during his review of the different software. Possibly we can ask other libraries what software they used i.e. Roscommon, Caledonia, Kingsley, Fife Lake. **A/I - Bradley suggested asking D. Ball Ode to assist.** This topic will be an item for future agendas.

- vii. Kingsley visit: Monday July 25 at 10:00am. **A/I - Diana will verify with Kingsley. Status: This meeting has been confirmed. We will meet at KCL at 9:00 am and head to Kingsley.**
- 5. New Business
 - a. Schedule Feasibility Brainstorming Session: **Scheduled for Tuesday, August 2 at 10:00am Status: This meeting will be rescheduled due to the conflict with elections. Please look for an email rescheduling the meeting in the near future.**
 - b. Budget for project (administrative costs): This will be added to the agenda for the next Board meeting.
 - c. Timeline: **A/I - Lynnette will move those items that need to be moved to fourth quarter such as survey and feasibility interviews.**
- 6. Other Business
 - a. Volunteers: It has become apparent there are areas where the committee needs subject matter experts i.e. software, communication, etc. A suggestion was made to make a list for volunteers listing what specific needs we need at that time. **A/I - Lynnette will work with Bradley to develop that list.**
- 7. Items for Future Agenda, Discussion: Educating the public that we are always accepting donations! **Next meeting August 23 at 9:00am.**
- 8. Call for Public Comment: none.
- 9. Adjournment: at 10:22am.