

LAKE BLUFF PUBLIC LIBRARY
Long Range Planning Committee Meeting
Tuesday, December 12, 2017

- 1) **Call to Order: Roll Call:** The meeting was called to order at 12:12 pm by Kate Jackson. The committee met in the Spruth Room of the Lake Bluff Library.

Present: Tim Kregor, Kate Jackson

Absent: Carl Schons

Library Staff Present: Eric Bailey, Eliza Jarvi, and Carrie Spezzano

Members of the Public: None

2) **Approval of 10/4/17 Long Range Planning Committee Meeting Minutes**

- a) Tim Kregor moved and Kate Jackson seconded that the minutes be approved as written.
AYES: All.

3) **Discussion of Children's Focus Group**

- a) Discussed:
- a) The group finalized the date of the Children's Focus Group. It will be held on Thursday, January 11, 2018 from 4:00 - 5:00 pm
 - b) Kindergartners - 2nd graders will meet in the Craft Room. We will communicate to parents that they must stay on site if their child is under age 8
 - c) Third - 5th graders will meet in the Spruth Room
 - d) We will cap each focus group at 20 children
 - e) Parents will meet for an impromptu focus group or complete the online survey in the Children's area. Tim Kregor will manage this effort
 - f) The group confirmed facilitators and support staff. Carrie Spezzano and Linda Biandi will run the K- 2nd grade focus group while Eliza Jarvi and Kate Jackson will run the 3rd - 5th grade focus group
 - g) Kate Jackson will provide pizza for both groups
 - h) The group then made edits to the Facilitator Guide, filling in missing information
 - i) Invitations will be sent to LBES and LBMS via Buffy the Reading Specialist and to the participants of the first focus group
 - j) Eliza and Carrie will also collect participants at the library and send to Kate
 - k) Kate will keep the group apprised of the latest participant list in a timely fashion

4) **Any other business:**

- a) Eliza Jarvi will arrange a focus group with LBMS students in the new year

- 5) **Adjournment:** Jackson moved and Kregor seconded that the meeting be adjourned at 12:51 pm

AYES: Jackson, Kregor

NAYES: None

ABSENT: Schons