

LAKE BLUFF PUBLIC LIBRARY
Long Range Planning Committee Meeting
Wednesday, October 4, 2017

- 1) **Call to Order: Roll Call:** The meeting was called to order at 11:00 am by Kate Jackson. The committee met in the Spruth Room of the Lake Bluff Library.

Present: Carl Schons, Tim Kregor, Kate Jackson

Absent: None

Library Staff Present: Eric Bailey and Martha O'Hara

Members of the Public: None

2) **Approval of 8/16/17 Long Range Planning Committee Meeting Minutes**

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

3) **Discussion of Focus Group participants and discussion topics**

- a) Discussed:
- a) Kate updated the group that 10 parents will attend the focus group for parents of school-age children. The focus group will take place on Friday, October 13, 2017 from 10:00 - 11:00 am in the Spruth Room of the library
 - b) Group reviewed the discussion outline developed by Tim Kregor. Discussed importance of sending a high-level synopsis to attendees, emphasizing that all comments are anonymous, and how we will engage the participants to provide feedback on usage, facilities, programming, etc...
 - c) Group approved the demographic card, which will be printed by library staff prior to the meeting
 - d) Martha suggested that we ask parents how the library can better serve their needs in addition the needs of their children
 - e) Eric suggested that we provide supplemental information for anyone who wants more details on fundraising or expansion
 - f) Kate confirmed that she will bring supplies and food/drinks to focus group

4) **Any other business:**

- a) Eric is working on assembling participants for the next focus group for residents who are 65+

- 5) **Adjournment:** Schons moved and Kregor seconded that the meeting be adjourned at 11:35 am

AYES: Jackson, Schons, Kregor

NAYES: None

ABSENT: None