



WHITING LIBRARY BOARD OF TRUSTEES
Programming Subcommittee
DRAFT Minutes --April 02, 2022

Trustees Present: Robert Nied, Rosamund Conroy, and Carolyn Frisa. Library Director, Deirdre Doran, and Youth Services Librarian, Carrie King, were present; no members of the public were present.

CALL TO ORDER

The meeting was called to order by Rosamund Conroy at 10:05 AM.

DISCUSSION OF INTAKE PROCEDURES, INCLUDING ROLES, RESPONSIBILITIES AND AD HOC PROGRAMMING

The group first discussed the different types of programming currently taking place at the library and how to increase programming in line with public feedback and the goals of the strategic plan. The group discussed how this would work in practice, how to represent the library at events and how to increase programming by drawing upon the resources of the programming committee rather than by increasing staff workloads. The group agreed that it made most sense to draw distinctions between existing, 'internal' programming that was managed and delivered largely at the staff level and special, or committee-level programming. It is envisioned that committee-level programming would involve group planning and a higher level of board/volunteer involvement at both the planning and execution stages.

The group discussed ideas about how to best manage the intake process for programs, particularly those generated by the general public. Carolyn Frisa suggested an intake form that library staff or board members could direct people to. The form could capture additional details about the idea and better gauge the needed resources, and its stage of planning. The programming committee would be able to use this form to follow up and possibly integrate some ideas into the quarterly schedule.

The group then discussed a quarterly schedule of events. Carrie King pointed out that she already plans the children's programs this way and usually plans at least three months in advance. For adult programming at the committee-level, Deirdre Doran and Rosamund Conroy previously discussed an initial goal of one lecture or talk per quarter along with one instructional program and one passive program (like an exhibition). The group agreed this was a good starting point. Robert Nied brought up the idea of ad hoc programming and the group agreed that good opportunities could be pursued even if they weren't part of the quarter's advance planning. The group agreed that volunteer or board ownership over an ad hoc program made it much more doable.

DISCUSSION OF ASYNCHRONOUS PLANNING

The group agreed that it made the most sense to conduct logistics planning asynchronously, in order to make best use of staff and volunteer time. Rosamund Conroy suggested the committee could aggregate documents and plans in a Google Drive Folder attached to the Library's email accounts. Deirdre Doran said she would create that and also populate it with existing programming-related forms and policies.

DISCUSSION OF EXHIBITION POLICY

The group had a brief discussion of the library's existing exhibition policy, which appeared to be fairly comprehensive. The group agreed to review the policy and bring any suggested edits or additions to the next quarterly meeting.

DISCUSSION OF VOLUNTEER ENGAGEMENT AND UTILIZATION RE: PROGRAMMING

The group discussed the ways non-board member volunteers might want to be involved in programming. Three pathways to involvement were identified: volunteering for a specific program, volunteering to sit on the programming sub-committee and offer a particular skill, or a combination of both.

DISCUSSION OF NEXT STEPS

The group discussed what might be included in the 2022 programming calendar, especially at the committee-level. Carrie King said her summer programming was already scheduled and that her calendar was fairly built out. The group discussed 'Green Up' Day (spring programming) and how summer programming could potentially follow a water theme. Carrie King mentioned a potential speaker and Carolyn Frisa agreed to follow up. The group discussed potential instructional programs and whether charging a nominal fee was in line with the library mission. Rosamund Conroy pointed out that a six-week instructional program (for example, an art class) would have overheads and that charging fees would align with other town programs, like those offered at Chester Rec. The group agreed that no one should be denied access to a program due to an inability to pay. The group discussed seeking out an art exhibit/group of artists for the summer quarter, as well as the possibility of using one quarter to exhibit youth artwork.

ANY OTHER BUSINESS

Robert Nied suggested an ad hoc spring program around engaging with a master gardener to do a Zoom talk about gardening in Vermont. He said he would explore this possibility and get back to the group. Deirdre Doran brought up the need to define the role of the programming sub-committee. Rosamund Conroy said she would write a draft description and circulate it for consideration.

PUBLIC COMMENT

None.

There being no further business to discuss, the meeting was adjourned at 11:10 am until the next regular meeting on June 25, 2022 at 10am.

Respectfully submitted on April 05, 2022 by Rosamund Conroy, Vice-Chair.