

PROGRAM COMMITTEE MEETING
EAST HADDAM PUBLIC LIBRARY SYSTEM

NOVEMBER 21, 2014

AGENDA

1. Review Survey Results for program ideas and requests.
 - a. <https://www.surveymonkey.com/user/sign-in/>
 - b. Login: EastHaddamLibraries
 - c. Password: L1brary
2. Historical Library update: boxes; financial records; book ends; gloves; blinds.
3. Review committee charge (p.9 of Trustee Manual).
4. New Business.

MINUTES

1. Members present: Dawn Barlow; Lucille Gardner; Christine Antaya and Michael Gilroy. We reviewed **survey results**. On our new website we should have a place for the public to sign up to receive e-mails about programs. Staff at the circulation desk can also ask patrons if they would like to sign up to receive these e-mails.
2. Definite suggestions for programs based on survey results are in order of importance:
 - a. Regular technology workshops set up after LION is in place. Include time for talks like "How to Use Apps" and time to address individual issues.
 - b. An adult writing group.
 - c. Programs with CT AARP and in conjunction with the Senior Center. For example a program on Fraud Alert to be offered on a Saturday in the spring.
 - d. Adult learning programs on a variety of topics in science; history; nature.
 - e. Family programs.
 - f. Maintaining current programs such as our Book Clubs.
3. We can also use the results of the survey as a needs assessment when preparing future budgets and presentations to the Town Board of Finance. This should be discussed at our December Board Meeting.
4. **Historical Library**: We are working on purchasing acid-free boxes which should measure 25" by 3". Dawn and Laurie are working on an inventory of financial materials following all town and state guidelines for purging such materials. We need to check the Historical Library for past town reports and see if we have a full record of these. Maybe we can put a request in the Town Magazine for any missing years.
5. **New Business**: We discussed a possible event or celebration of the two libraries using the LION system by using the symbol of the bar code which the staff is working hard to complete on our books. We could design and sell t-shirts with an EHPL bar code and an appropriate saying. We could also design and sell EHLS car decals as a fund raiser. Using the EHLS bar code could be used for marketing and branding. This should also be discussed at our December Board Meeting.

