

**PROGRAM COMMITTEE MEETING**  
**EAST HADDAM LIBRARY SYSTEM**  
**FEBRUARY 25, 2015- HILLTOP BARBECUE**

**AGENDA**

1. Update on AARP Program
2. Update on Bar Code Efforts
3. Summary of Survey Results
4. New Business: Sources of data for Strategic Plan; Employee Manual; ideas from Rep. Ziobron's visit.

**MINUTES**

Members present: Shea Jezek; Lucille Gardner; Dawn Barlow; Michael Gilroy; Christine Antaya

1. Update on AARP program: May 2<sup>nd</sup> is no longer a good choice for the program. New possible dates chosen: May 16; June 6; June 16. Shea offered to prepare flyers.
2. Bar Code Efforts: Committee will explore cost of selling library tote bags next. They could be in black and white with our new domain name and the words Check Us Out on the bag. Dawn will have price etc. for our next meeting.
3. Discussion of our survey results and how they should be summarized: This will be on the agenda of the March Board meeting for input from all trustees. We should start with 2 basic categories for the summary: 1. Patron-Driven Requests and 2. Strengths and Accomplishments.
4. New Business: Michael will e-mail sources of data that can be used for the Strategic Plan due in October. Dawn, Michael and Shea volunteered to work on the Employee Manual due in November. We may want to consider "Build and Strengthen Partnerships" as the goal or one of the goals for next year. We should consider starting a library scrapbook that includes any stories or pictures about the library system.
5. Our next meeting will be held on Wednesday, April 1<sup>st</sup> at the Hilltop Barbecue.

Notes taken by Christine Antaya