

**Minutes of the Meeting of the Planning Committee  
of the Kimberly-Little Chute Public Library**

March 16, 2011

The meeting was called to order at 8:10 a.m. by Library Director Beth Carpenter at the Gerard H. Van Hoof Library in Little Chute.

PRESENT: Beth Carpenter, Ann Hardginski, Rick Krumwiede, Tamara Maxwell, Jim Moes, Marcia Trentlage.

EXCUSED: Barbara Fleming.

Minutes from the March 1, 2011 meeting were distributed and approved.

Krumwiede presented the results of the Library Board survey. Discussion followed. He also distributed revised statistical comparisons due to an error found in the space needs assessment. Discussion followed.

The Committee discussed possible candidates for community leader interviews, and a list was finalized. Krumwiede shared questions that will be asked during the interviews. Carpenter will work with Krumwiede on setting up appointments with the candidates in April.

Focus groups were discussed. The following target groups were decided on: seniors, parents of preschoolers and day cares, business people, educators and English language learners, students/teens, civic groups and clergy. Carpenter will create a Google document for committee members and library staff to suggest names of people to invite to the focus groups. Carpenter and Krumwiede will finalize a list of questions to ask at the meetings. The target date for the focus groups to take place is early May.

A date for the next meeting will be set after some of the work above has been completed.

The meeting was adjourned at 9:04 a.m.

Respectfully submitted,

Beth A. Carpenter  
Recording Secretary