

**Library Annex Advisory Committee Meeting  
May 1, 2013**

**Present:** Sally Miller, Paul Henkel, Jane Pitts, Judy Putnam, Nancy Vincent, Jennifer Bone, Jill Cielinski, Beth Truman, and guest, Rhett Lamb

Rhett Lamb, City Planner, was invited to speak about the City's visioning process. He said the City's process involved 2,000 community members. He said there are several ways to gather input, but that their group had chosen the study circles model.

The City did 40-50 study circles, with groups of 10-15 people + a facilitator in each. Facilitators were community members who received facilitation training. Each group met two times: once to answer a set series of questions and the second to build on the responses from the first session to produce a recommended series of statements.

Some techniques that Rhett felt were effective:

- Use built-in audiences so you "meet them where they are" for seniors, youth, etc.
- Have an open house at the beginning of the process to build enthusiasm.
- Use social media to advertise
- Every person on the steering committee contacted 10 people to come, first by letter, then with a follow-up phone call.
- Make sure you have the right questions to guide discussion
- Build the "buzz" before you try to engage the public
- Keep an email database of people who attend so you can keep them updated throughout the process
- Have a website that posts progress and lists meeting dates

Nancy asked Rhett to share the questions his group asked. He will send them to her.

Sally asked about advertising/PR. Rhett suggested asking the Sentinel for an editorial board meeting, using local radio stations, and Cheshire TV to spread the word.

Minutes of the April 17 meeting were approved as written.

Next meeting will be May 8 at 11 a.m.

Respectfully submitted,

Jennifer Bone